End User Guide

Proscient

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SWL Proscient User Guide

DATE	VERSION CONTROL		DESCRIPTION	AUTHOR	QA	QA DATE
	DOCLOC	BUILD				
01/10/2014	1	TBC	First draft	Kirsty Brown		
11/12/2014	1	TBC	Various updates (Craig Gilmour, Kirsty Brown and NWR	Reg Crampton		
26/01/2015	1	TBC	UPDATES following review from Mike Brown (Still needs full QA)	Reg Crampton		
	1	TBC	QA done	Kirsten Walker	Yes	29/01/2015
16/02/2015	2	TBC	UPDATES From NWR	Reg Crampton		
17/02/2015	3	TBC	Final review	DL/KH/RC		
03/03/2015	3.1	V.2.2.3	Final review (formatting)	Kirsten Walker		

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1. Log in to Proscient

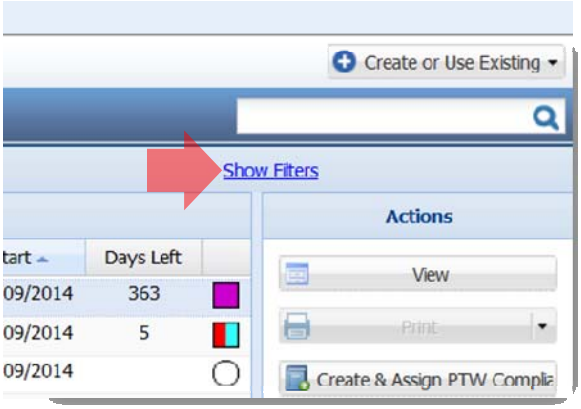
2. Home Page Filters

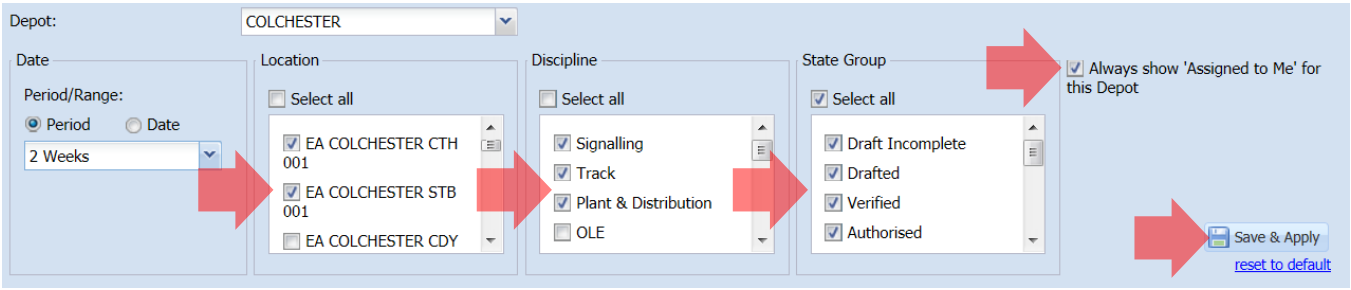
What is a filter?

A filter allows you to select specific records based on defined criteria. For example you can filter a list of permits to show only permits that have been assigned to you; you could filter permits by discipline or by date range.

Home Page Filters

Select Show Filters





- **Tick** and **Untick** the filters you would like to be included on the home page screen
- Ensuring a **Tick** is in the "always show Assigned to Me" box will show all items assigned to you, when you log in to the home page
- **Select** Save & Apply once you have chosen your preferred filters
- Reset to Default – This setting will cancel all of your filters back to original Proscient settings
- Hide Filters – Will take you back to the Home Screen

When you log off/log on you will see that Proscient has remembered your filters

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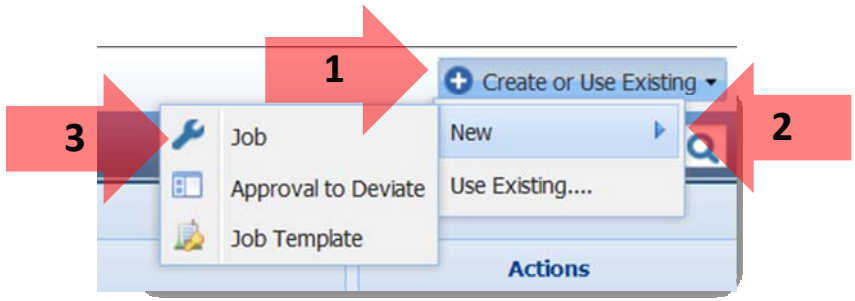
3. Create a new Permit

Located at top right hand side

- **Select** Create or Use Existing button



1 - Select Create or Use Existing button

2 - Select New

3 - Select Job

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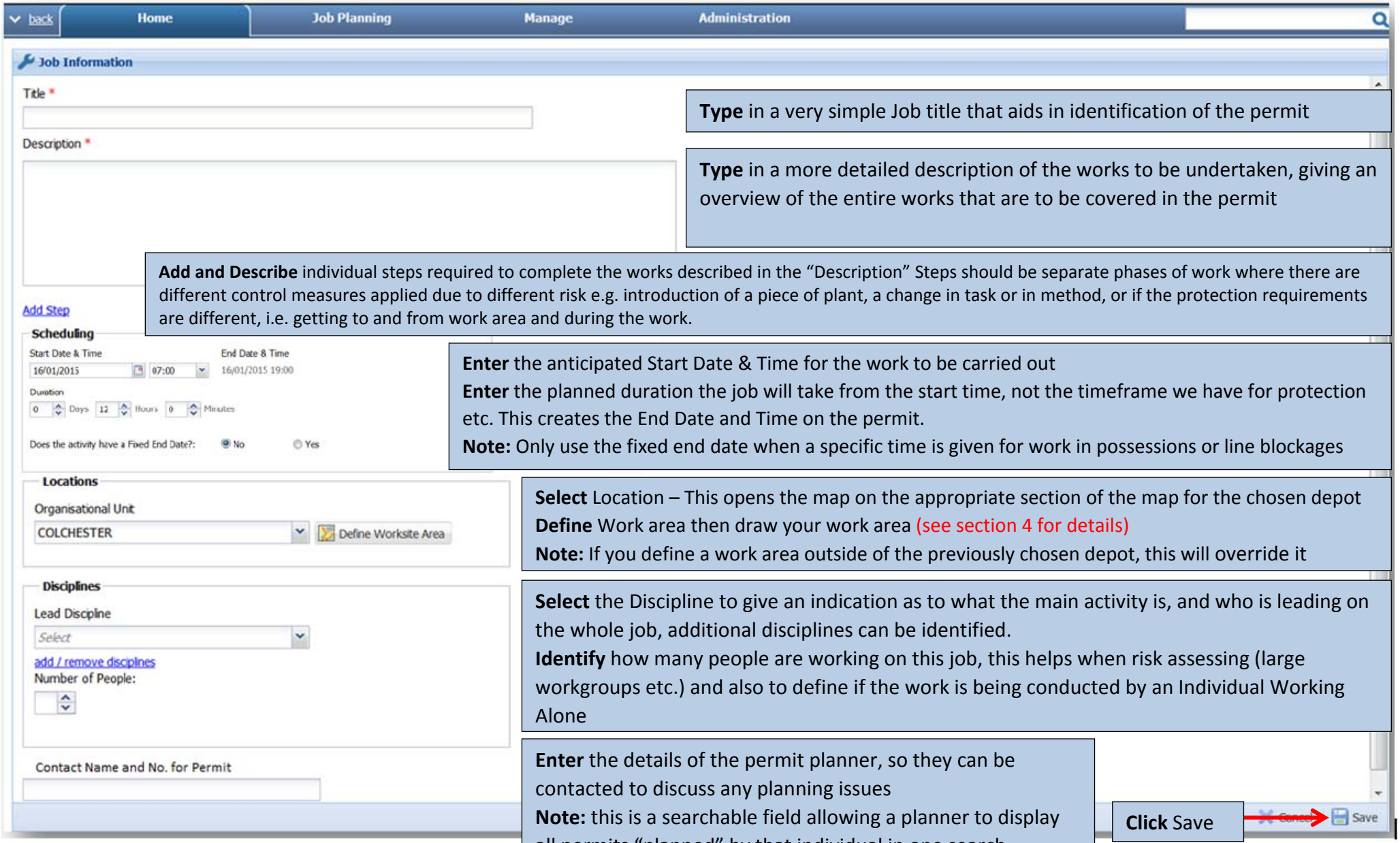

Type in a very simple Job title that aids in identification of the permit

Type in a more detailed description of the works to be undertaken, giving an overview of the entire works that are to be covered in the permit

Add and Describe individual steps required to complete the works described in the "Description" Steps should be separate phases of work where there are different control measures applied due to different risk e.g. introduction of a piece of plant, a change in task or in method, or if the protection requirements are different, i.e. getting to and from work area and during the work.

Enter the anticipated Start Date & Time for the work to be carried out
Enter the planned duration the job will take from the start time, not the timeframe we have for protection etc. This creates the End Date and Time on the permit.
Note: Only use the fixed end date when a specific time is given for work in possessions or line blockages

Select Location – This opens the map on the appropriate section of the map for the chosen depot
Define Work area then draw your work area (see section 4 for details)
Note: If you define a work area outside of the previously chosen depot, this will override it

Select the Discipline to give an indication as to what the main activity is, and who is leading on the whole job, additional disciplines can be identified.
Identify how many people are working on this job, this helps when risk assessing (large workgroups etc.) and also to define if the work is being conducted by an Individual Working Alone

Enter the details of the permit planner, so they can be contacted to discuss any planning issues
Note: this is a searchable field allowing a planner to display all permits "planned" by that individual in one search.

Click Save

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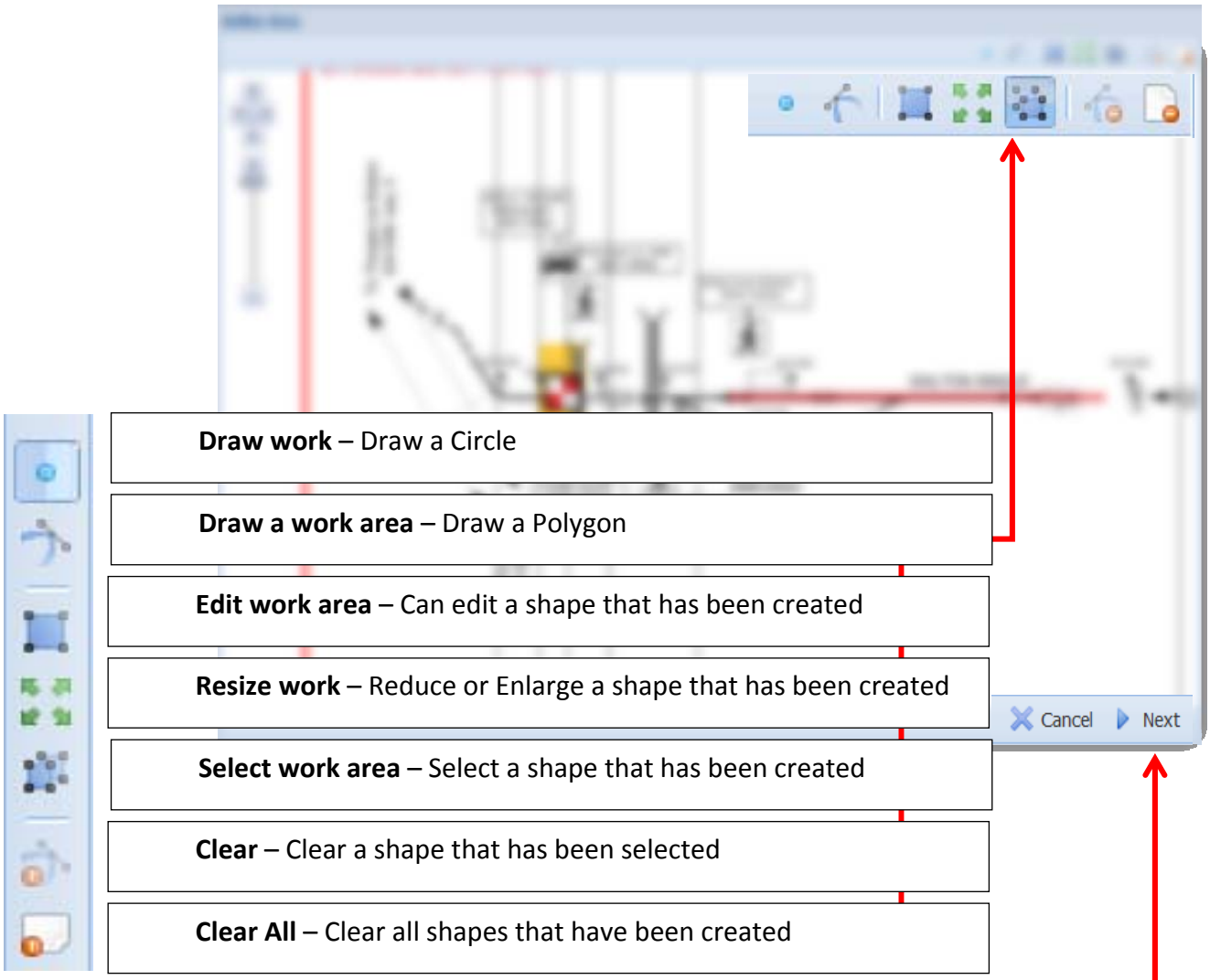
4. Define Work Area



Draw work – Draw a Circle

Draw a work area – Draw a Polygon

Edit work area – Can edit a shape that has been created

Resize work – Reduce or Enlarge a shape that has been created

Select work area – Select a shape that has been created

Clear – Clear a shape that has been selected

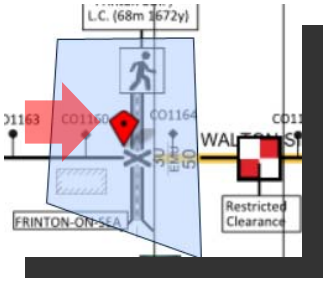
Clear All – Clear all shapes that have been created

- Once you have drawn your work area, **Double Click** left mouse button

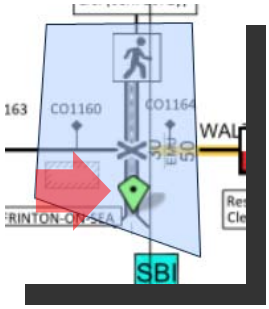
Remember you are identifying the Work Area for this job, not the Worksite

- **Click** Next once you have created and drawn your work area

Drag the Red icon to the work position in the work area



Click Save once the icon has turned green



You will not be able to select Save if the icon has not turned Green

You would now complete the Risk Assessment (See Section 7 or 8 for details)

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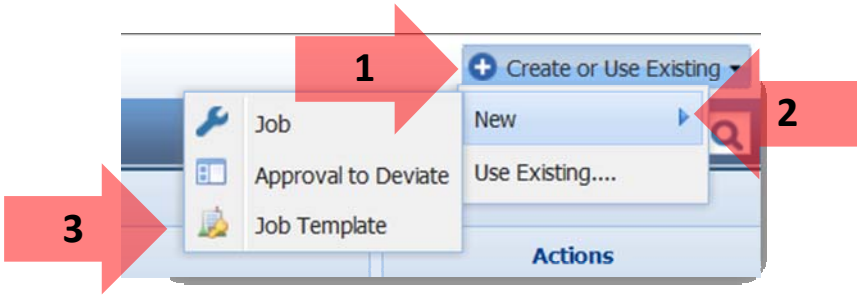
5. Creating a Job/Incident Template and Utilising to create a Cyclic/Incident Permit

Located at top right hand side

- **Select** Create or Use Existing button



1 - Select Create or Use Existing button

2 - Select New

3 - Select Job Template

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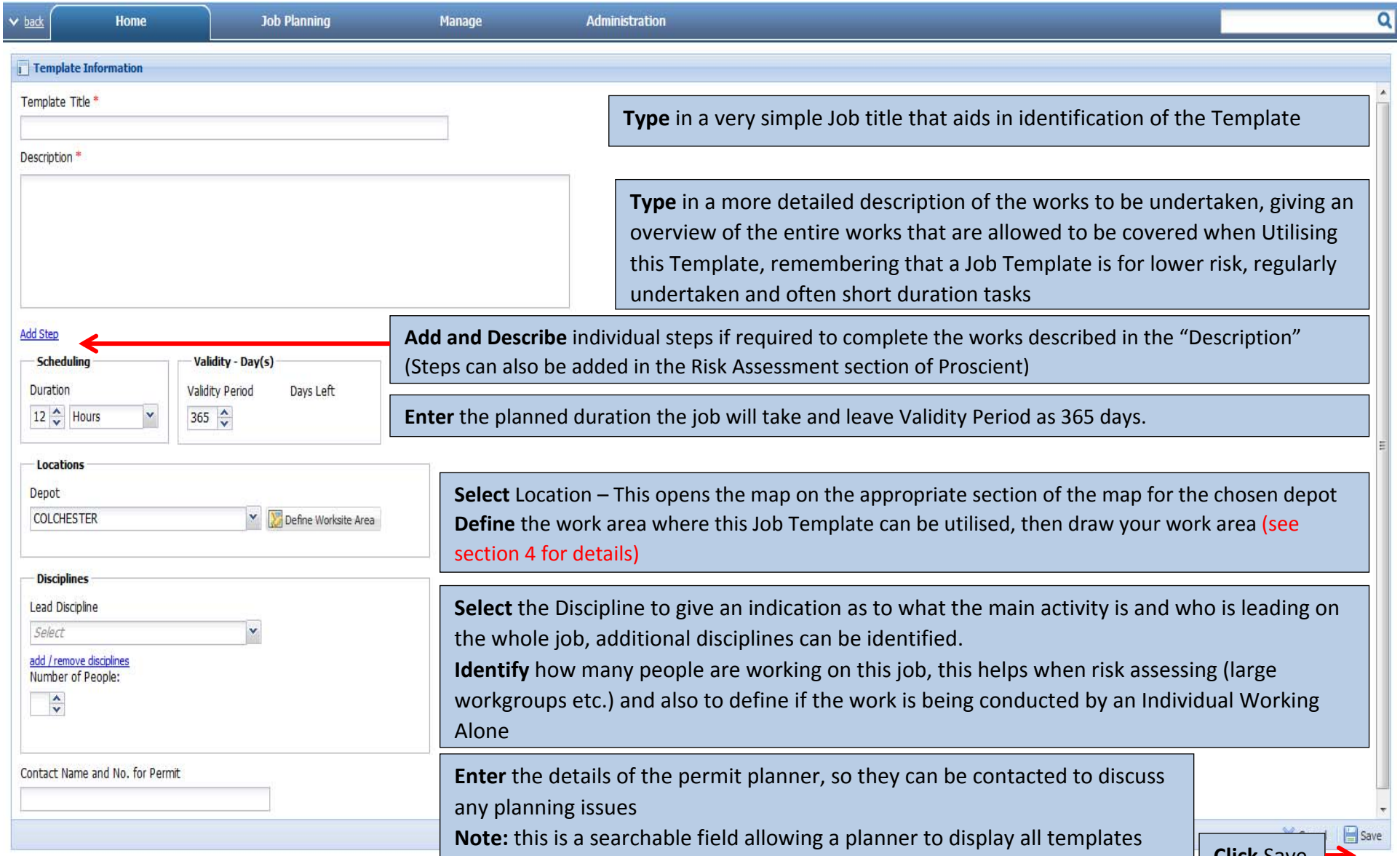

Type in a very simple Job title that aids in identification of the Template

Type in a more detailed description of the works to be undertaken, giving an overview of the entire works that are allowed to be covered when Utilising this Template, remembering that a Job Template is for lower risk, regularly undertaken and often short duration tasks

Add and Describe individual steps if required to complete the works described in the "Description" (Steps can also be added in the Risk Assessment section of Proscient)

Enter the planned duration the job will take and leave Validity Period as 365 days.

Select Location – This opens the map on the appropriate section of the map for the chosen depot
Define the work area where this Job Template can be utilised, then draw your work area (see section 4 for details)

Select the Discipline to give an indication as to what the main activity is and who is leading on the whole job, additional disciplines can be identified.
Identify how many people are working on this job, this helps when risk assessing (large workgroups etc.) and also to define if the work is being conducted by an Individual Working Alone

Enter the details of the permit planner, so they can be contacted to discuss any planning issues
Note: this is a searchable field allowing a planner to display all templates "planned" by that individual in one search.

Click Save

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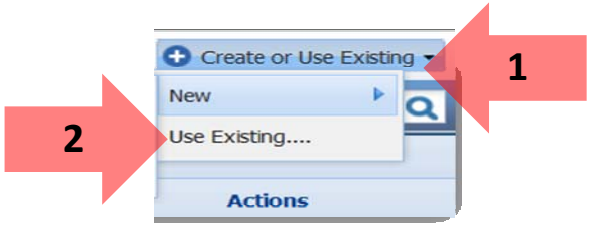
Utilising a Job Template to create a Cyclic Permit

1 - Select Create or Use Existing button

2 - Select Use Existing



3 - Type in the title or a letter in the title of the Job Template to be 'Utilised'

4 - Select Job Templates from the drop down list and then **click 'Search'**

5 - Select the relevant Job Templates from the list highlight it, and you will note the Utilise button in the bottom right of the screen becomes active

6 - Clicking on the Utilise button will create your Cyclic Permit

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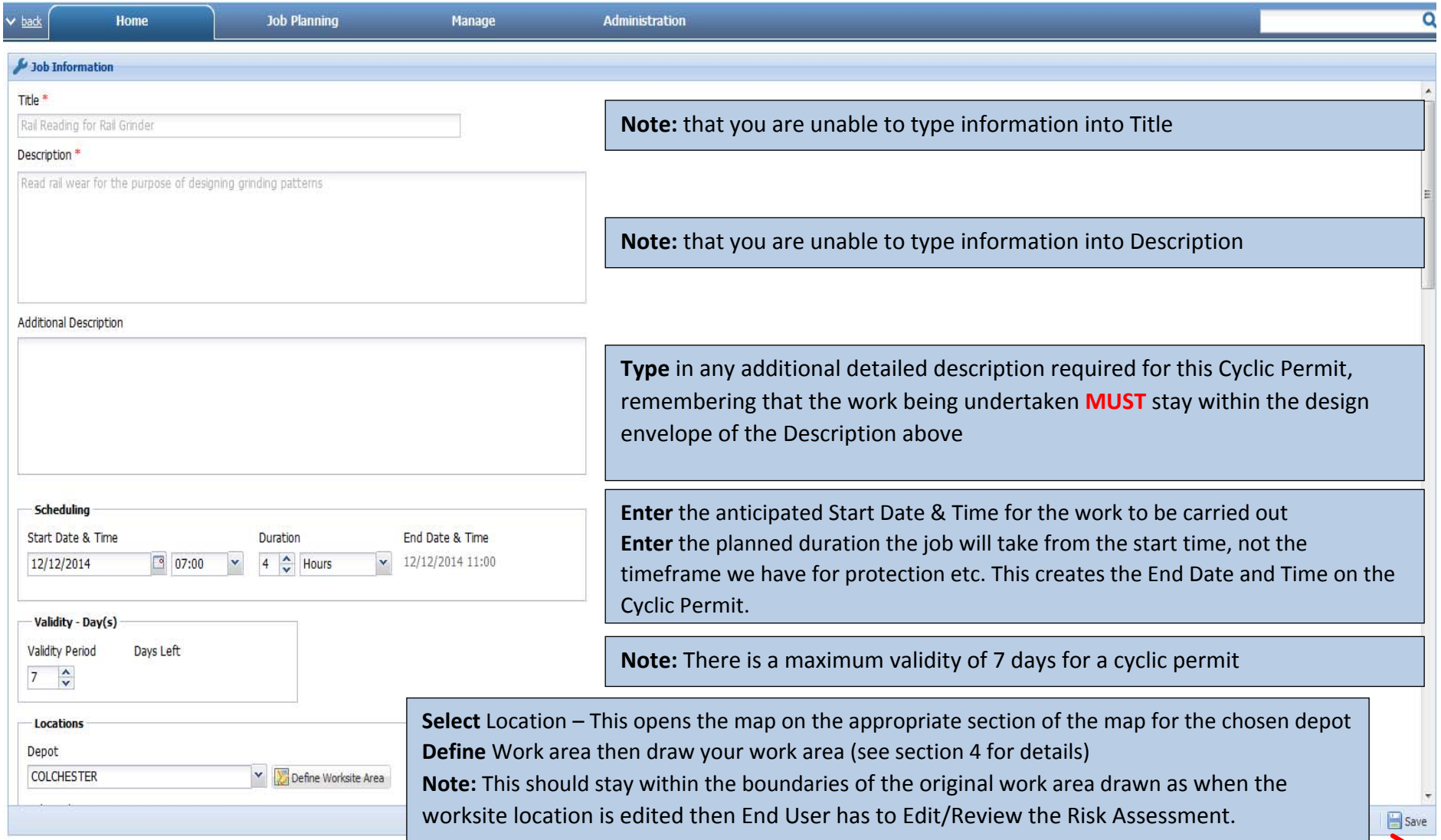
Completing the Cyclic Permit



Note: that you are unable to type information into Title

Note: that you are unable to type information into Description

Type in any additional detailed description required for this Cyclic Permit, remembering that the work being undertaken **MUST** stay within the design envelope of the Description above

Enter the anticipated Start Date & Time for the work to be carried out
Enter the planned duration the job will take from the start time, not the timeframe we have for protection etc. This creates the End Date and Time on the Cyclic Permit.

Note: There is a maximum validity of 7 days for a cyclic permit

Select Location – This opens the map on the appropriate section of the map for the chosen depot
Define Work area then draw your work area (see section 4 for details)
Note: This should stay within the boundaries of the original work area drawn as when the worksite location is edited then End User has to Edit/Review the Risk Assessment.

You would then go on to complete the Cyclic permit **Track Information** **(see section 9)** before clicking Save.

Click Save

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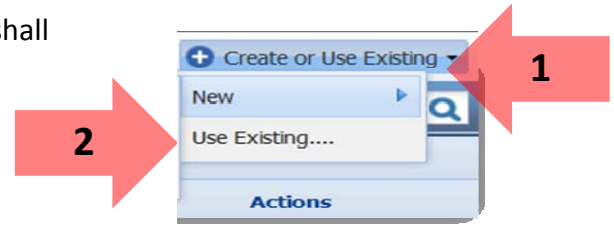
Utilising an Incident Response Template to Create an Incident Response Permit

1) Upon receiving notification of an incident the Controller shall



1 - Select Create or Use Existing button

2 - Select Use Existing

3 - Type in the title or a letter in the title of the Job Template to be 'Utilised'

4 - Select Job Templates from the drop down list and then **click 'Search'**

5 - Select the relevant Job Templates from the list highlight it, and you will note the Utilise button in the bottom right of the screen becomes active

6 - Clicking on the Utilise button will create your Incident Response Permit

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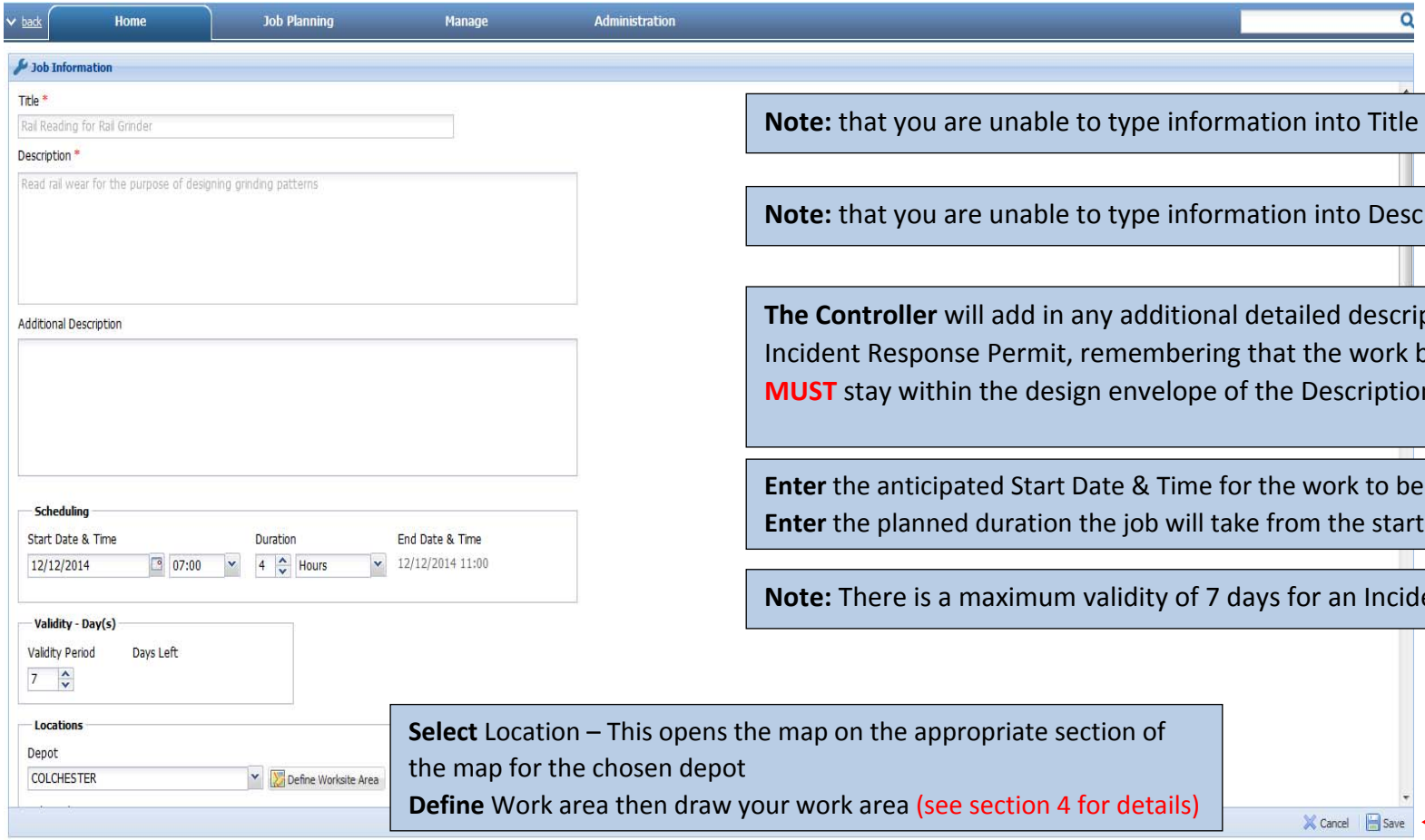
The Controller will then complete the remaining details on the IRP and position the icon at the correct location on the map within Proscient



Note: that you are unable to type information into Title

Note: that you are unable to type information into Description

The Controller will add in any additional detailed description required for this Incident Response Permit, remembering that the work being undertaken **MUST** stay within the design envelope of the Description above

Enter the anticipated Start Date & Time for the work to be carried out
Enter the planned duration the job will take from the start time

Note: There is a maximum validity of 7 days for an Incident Response permit

Select Location – This opens the map on the appropriate section of the map for the chosen depot
Define Work area then draw your work area (see section 4 for details)

Click Save

The Controller notifies the PA of any temporary change notices (TCNs), lessons learned or additional hazards which are visible in Proscient (allowing the PA to record this information on the incident response permit pad) and issue the permit number to the PA.

The PA will complete the task and operational risk assessment, and capturing this, along with protection from trains (safe system of work), on the incident response permit pad, and taking the permit 'live', managing the response activity and closing the permit.

See sections 11 and 12 for "Issuing" a Permit and making a Permit "Live"

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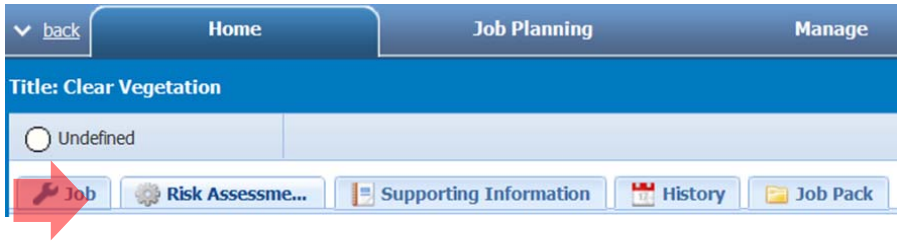
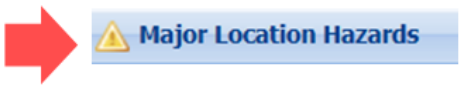
6. Non-Escalated Risk

Once the permit has been created….



1 - Click on the Risk Assessment tab

2 - You will note the **Major Location Hazards** has already been populated (for the **Work Area** you identified)



For example:

Risk of electric shock

25Kv Overhead Electrification

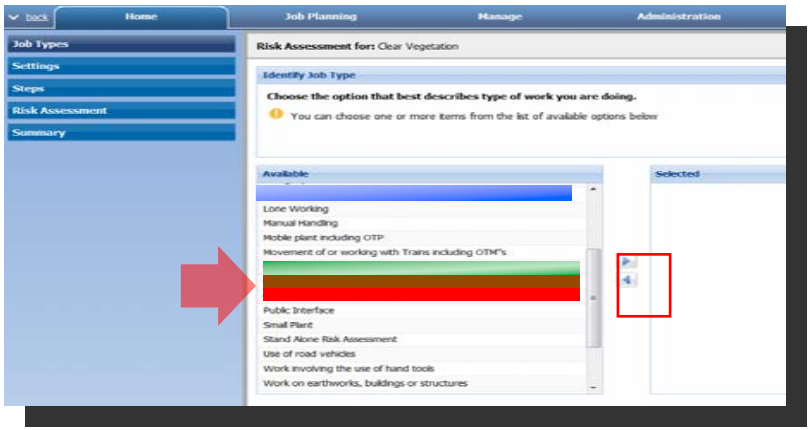
No safe access when trains are running

Bi-directional Working

3 - In the **Risk Assessment** section **Select** the Risk Assess

4 - From the Risk Assessment Template **Select** your category of work **(see next page for descriptions)**

- **Lineside**
- **Off Lineside**
- **On or Near the line Non-Intrusive**
- **On or Near the line Intrusive**


Job Types
Settings
Steps
Risk Assessment
Summary
Risk Assessment for: Clear Vegetation
Identify Job Type
Choose the option that best describes type of work you are doing.
You can choose one or more items from the list of available options below
Available
Selected
Lone Working
Manual Handling
Mobile plant including OTP
Movement of or working with Trains including OTM's
Public Interface
Small Plant
Stand Alone Risk Assessment
Use of road vehicles
Work involving the use of hand tools
Work on earthworks, buildings or structures

5 - Finally select the arrow to move your choice to the right hand side column

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Permits within Proscient

Off Lineside

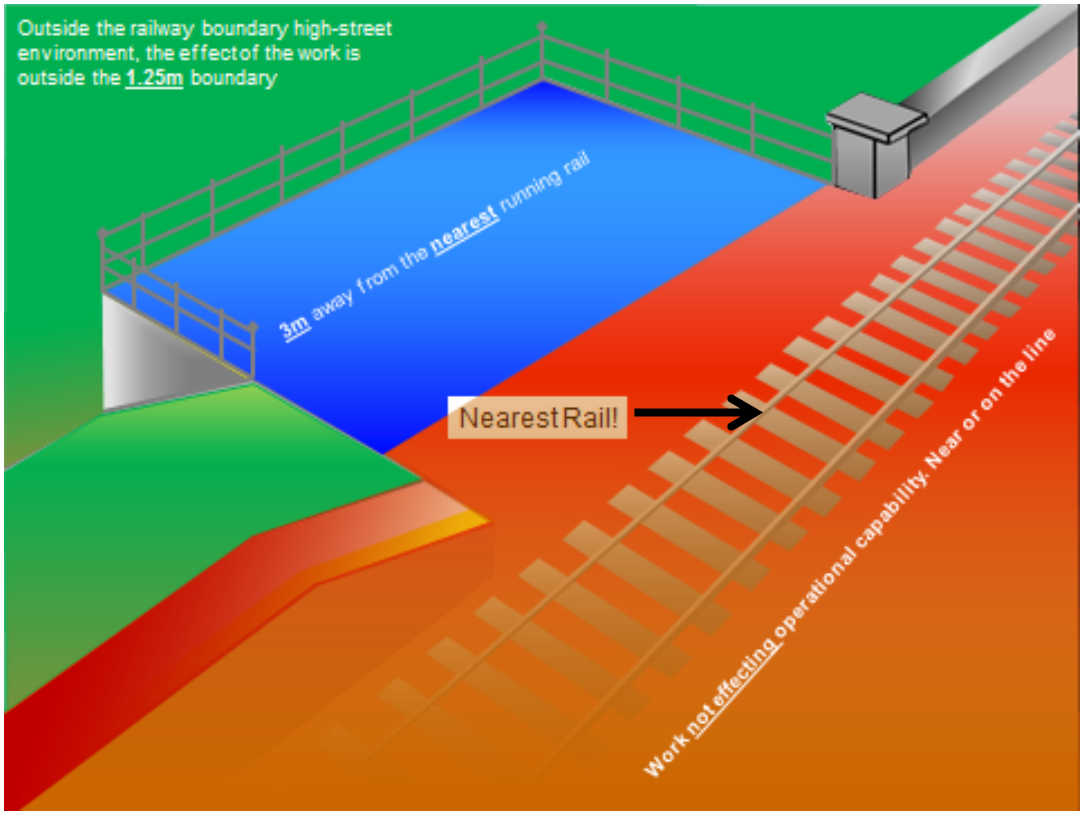
Lineside

On or Near the line Non-Intrusive

Not affecting operational capability.
On or Near the line.

On or Near the line Intrusive

Affecting operational capability.
On or Near the line.


Outside the railway boundary high-street environment, the effect of the work is outside the 1.25m boundary
3m away from the nearest running rail
Nearest Rail!
Work not effecting operational capability. Near or on the line

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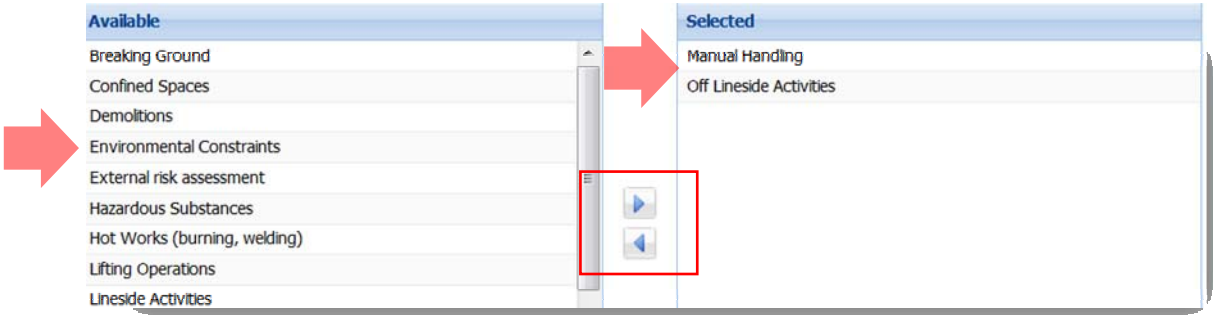
- **Select** any other hazards associated with the work as detailed in the "Description" section of the permit.
- **Click** on the relevent Hazard
- **Select** the arrow to move your choice to the right hand side column



If you make an incorrect selection you can return it by selecting it and using the lower arrow left facing arrow!

If the task will NOT be conducted using a NWR Risk Assessment then select "External Risk Assessment"

- You can add Additional Hazard and Controls from either a populated list within the database, or by manually entering details:

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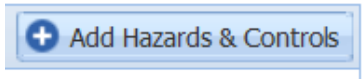
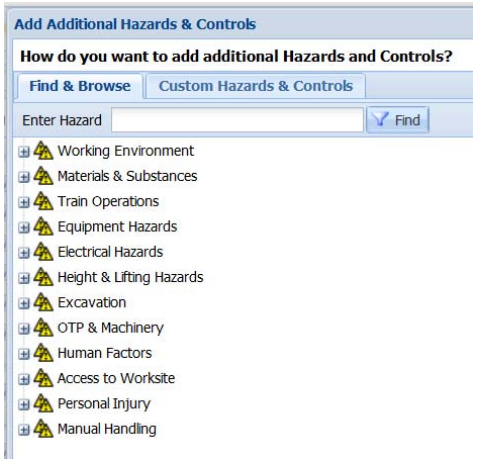
To add Hazards and Controls from a populated list

1 - Select Add Hazard & Controls



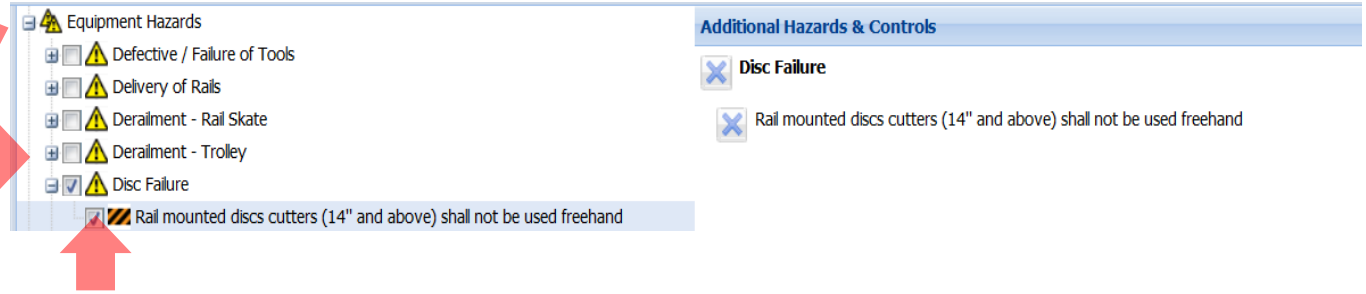
This will bring up the additional Hazards and Controls table.



2 - Identify the relevant Hazard Group.

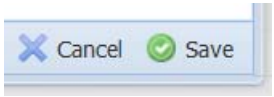
3 - Identify the applicable Hazard

4 - Select the relevant controls

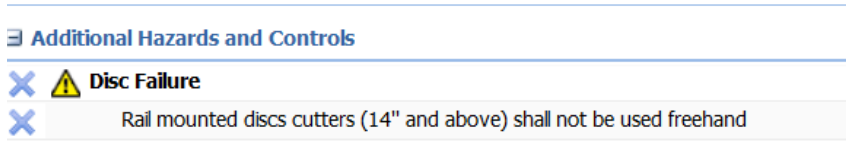

Equipment Hazards
Defective / Failure of Tools
Delivery of Rails
Derailment - Rail Skate
Derailment - Trolley
Disc Failure
Rail mounted discs cutters (14" and above) shall not be used freehand
Additional Hazards & Controls
Disc Failure
Rail mounted discs cutters (14" and above) shall not be used freehand

5 - Clicking Confirm will send this selected Hazard and Control across to be part of your risk assessment

6 - Once all additional Hazards and Controls have been selected in this way, click Save



Your additional Hazards and Controls will be shown at the bottom of the risk assessment



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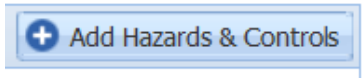
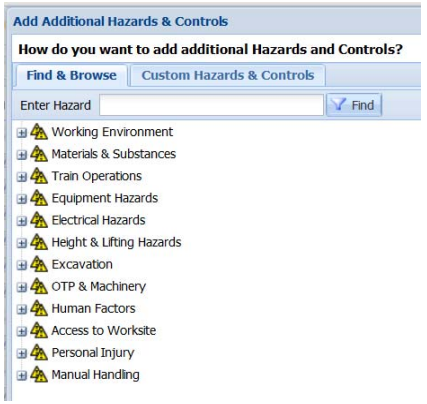
To manually add Hazards and Controls

1 - Select Add Hazard & Controls



This will bring up the additional Hazards and Controls table.

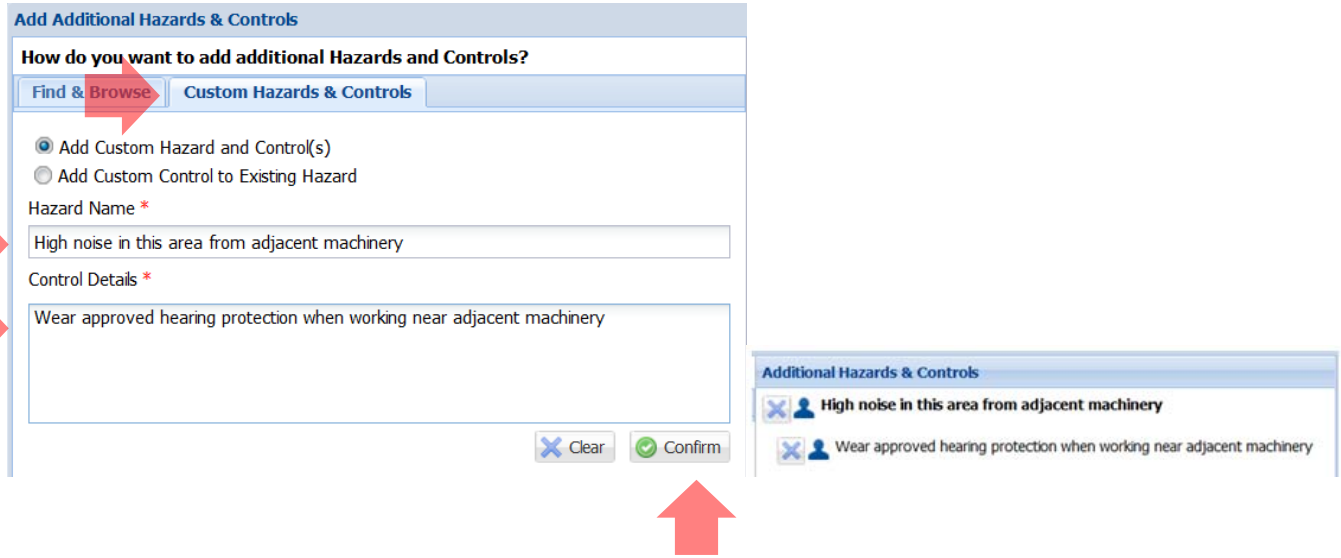


2 - Select Custom Hazards & Controls tab

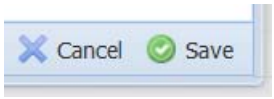
3 - Type in the Hazard Name

4 - Type in the Control Details

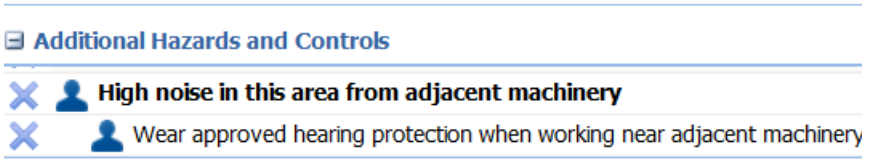
5 - Clicking Confirm will send this Hazard and Control across to be part of your risk assessment


Add Additional Hazards & Controls
How do you want to add additional Hazards and Controls?
Find & Browse
Custom Hazards & Controls
Add Custom Hazard and Control(s)
Add Custom Control to Existing Hazard
Hazard Name *
High noise in this area from adjacent machinery
Control Details *
Wear approved hearing protection when working near adjacent machinery
Clear
Confirm
Additional Hazards & Controls
High noise in this area from adjacent machinery
Wear approved hearing protection when working near adjacent machinery

6 - Once all additional Hazards and controls have been added by repeating this process, click Save



Your additional Hazards and Controls will be shown at the bottom of the risk assessment


Additional Hazards and Controls
High noise in this area from adjacent machinery
Wear approved hearing protection when working near adjacent machinery

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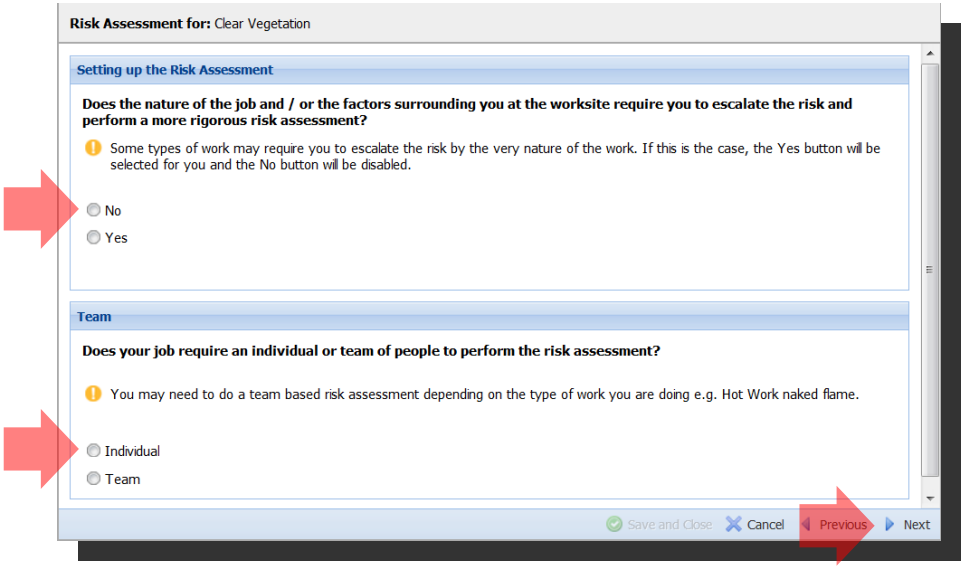
- **Click** Next once you have selected all of the appropriate hazards

This is a NON-ESCALATED RISK (*See Section 7 for Escalated Risk*)

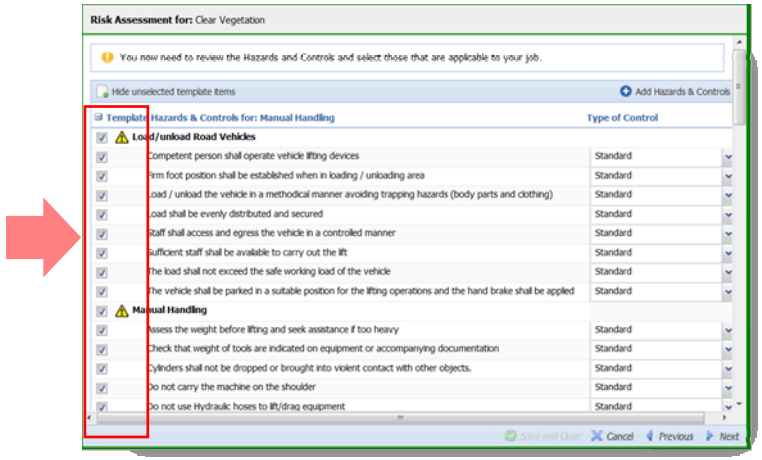
- **Select** No
- **Select** Individual
- **Select** Next


Risk Assessment for: Clear Vegetation
Setting up the Risk Assessment
Does the nature of the job and / or the factors surrounding you at the worksite require you to escalate the risk and perform a more rigorous risk assessment?
Some types of work may require you to escalate the risk by the very nature of the work. If this is the case, the Yes button will be selected for you and the No button will be disabled.
No
Yes
Team
Does your job require an individual or team of people to perform the risk assessment?
You may need to do a team based risk assessment depending on the type of work you are doing e.g. Hot Work naked flame.
Individual
Team
Save and Close
Cancel
Previous
Next

- If required you can add steps ensuring the relevant Hazards are identified for each one

- **Select** Next

- **Select** the relevant hazards and controls that are appropriate for the work as detailed in the “Description” section of the permit (tick and untick the boxes)


Risk Assessment for: Clear Vegetation
You now need to review the Hazards and Controls and select those that are applicable to your job.
Hide unselected template items
Add Hazards & Controls
Template
Hazards & Controls for: Manual Handling
Type of Control
Load/unload Road Vehicles
Competent person shall operate vehicle lifting devices
Standard
Firm foot position shall be established when in loading / unloading area
Load / unload the vehicle in a methodical manner avoiding trapping hazards (body parts and clothing)
Load shall be evenly distributed and secured
Staff shall access and egress the vehicle in a controlled manner
Sufficient staff shall be available to carry out the lift
The load shall not exceed the safe working load of the vehicle
The vehicle shall be parked in a suitable position for the lifting operations and the hand brake shall be applied
Manual Handling
Assess the weight before lifting and seek assistance if too heavy
Check that weight of tools are indicated on equipment or accompanying documentation
Cylinders shall not be dropped or brought into violent contact with other objects.
Do not carry the machine on the shoulder
Do not use Hydraulic hoses to lift/drag equipment
Cancel
Previous
Next

Some Hazards will be Mandatory – you will not be able to deselect

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Identify which controls need to be:

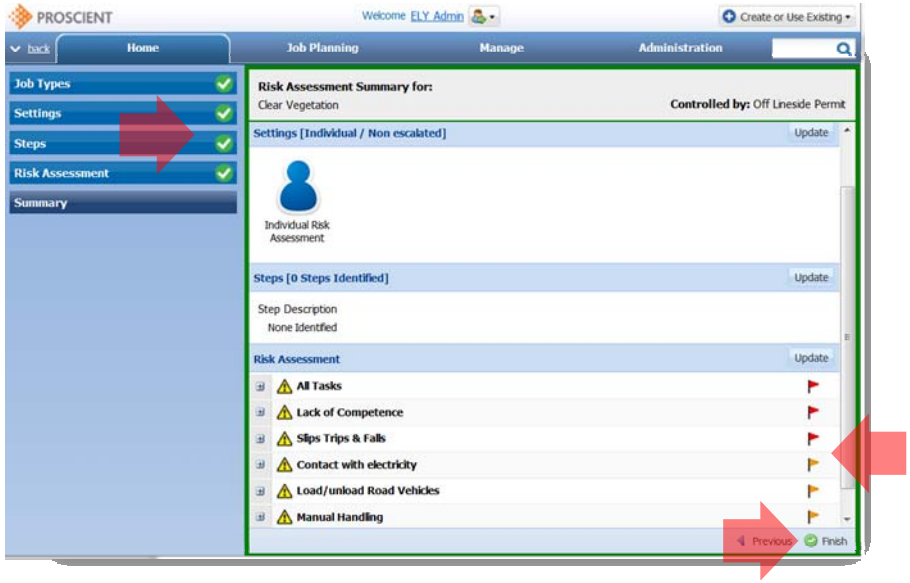
- **Standard** (The control applies for the duration of the task)

- **Control Point** (The control must be confirmed before the permit is made Live)

- **New Job** (A control requiring additional permitted work to secure the worksite)
- **Select** Next
- **Select** Finish

Green ticks represent where you are within the Risk Assessment process

The colour outline represents where the work is taking place (i.e.) Green – Off Lineside



FLAGS

	Mandatory
	Recommended
	Optional
	Additional
	Manually Added

After selecting "Finish" you will be presented with a summary of the Risk Assessment you have constructed, from here you can review each hazard with its respective controls ensuring you have considered everything, and that your Risk Assessment is fit for purpose, also an opportunity to remove duplicated control measures

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7. Escalated Risk

- **Click** the Risk Assess button

- For the Job Type **Select** one of the four track options

  - **Lineside Activities**
  - **Off Lineside Activities**
  - **On or Near the line Non-Intrusive**
  - **On or Near the line Intrusive**

- **Select** the arrow to move your choice to the right hand side column

- **Select** any other hazards specific to the task/job/location that are required

- **Click** Next once you have selected all of the appropriate hazards

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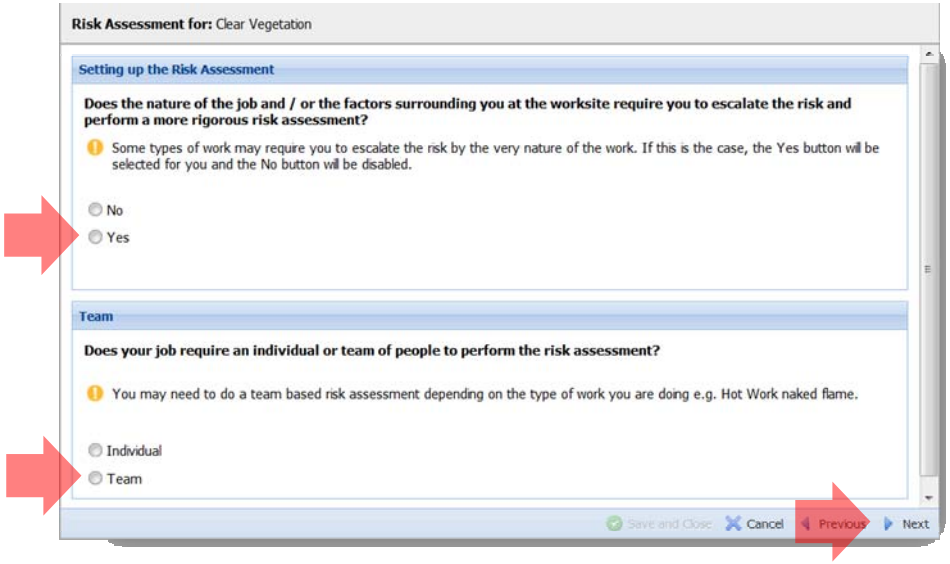
- **Select** Yes
- **Select** Team
- **Select** Next


Risk Assessment for: Clear Vegetation
Setting up the Risk Assessment
Does the nature of the job and / or the factors surrounding you at the worksite require you to escalate the risk and perform a more rigorous risk assessment?
Some types of work may require you to escalate the risk by the very nature of the work. If this is the case, the Yes button will be selected for you and the No button will be disabled.
No
Yes
Team
Does your job require an individual or team of people to perform the risk assessment?
You may need to do a team based risk assessment depending on the type of work you are doing e.g. Hot Work naked flame.
Individual
Team
Save and Close
Cancel
Previous
Next

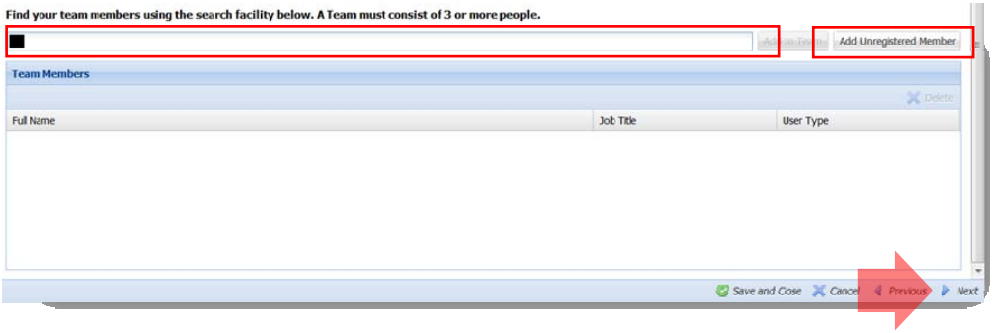
- **Enter** the names of your team either from pre-populated users and/or by adding an unregistered member. You must have at ***least*** 3 people in a team.

An Unregistered Member has no Proscient Access, whereas all Users that have permissions in Proscient will be found in the Team Members list.

Remember: There is a minimum of 3 people required for an Escalated Risk Assessment.

Consideration needs to be given as to who should be involved in the Escalated Risk Assessment:

Line Manager? Health and Safety? Task Specialist? SWL? Subject Matter Expert? Contractor?



- Once the team members have been added **Click** Next

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- Select the first Hazard to identify the **Initial Risk** (This assumes no controls identified)
- **1 - Select** Set Initial Risk
- **2 - Select** Severity and Likelihood by using the drag bar
- **3 - Select** Confirm once agreed with the Team

This requires discussion and agreements from all team members involved in the Risk Assessment meeting.

What is the credible Severity and Likelihood of harm occurring with no controls identified?

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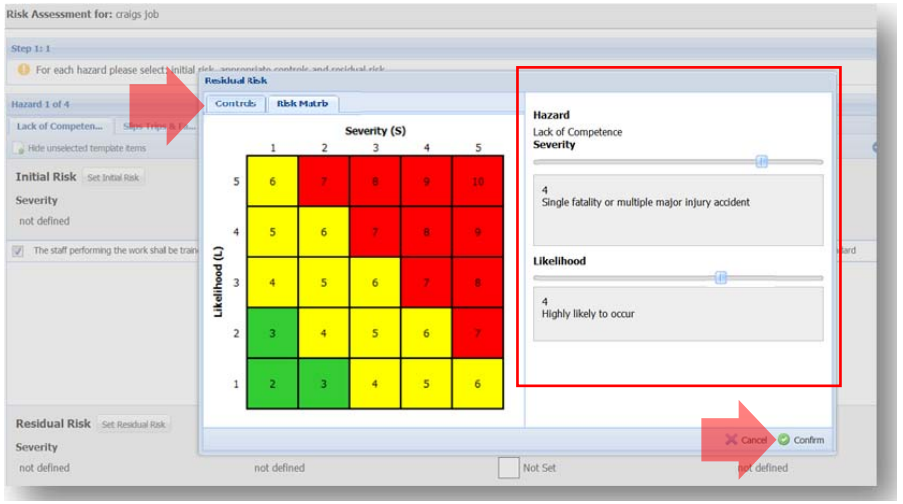
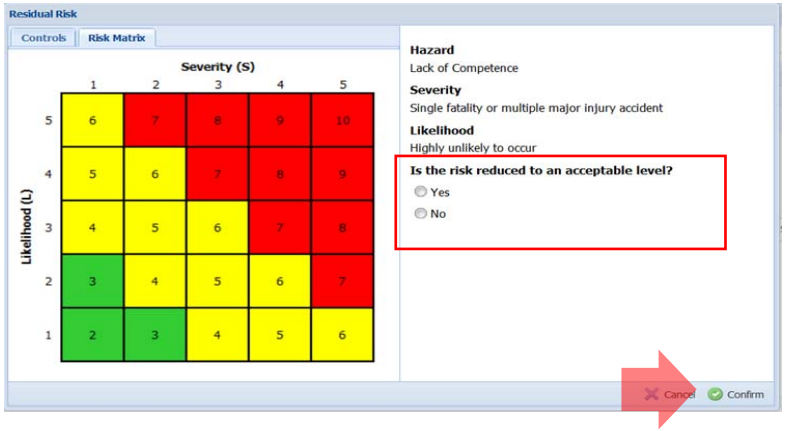
- As a group, identify suitable and sufficient controls for each identified Hazard.
- **Set** the **Residual Risk** based on the identified controls (you can review identified controls on the left tab). **Click Confirm**



Is the risk reduced to an acceptable level?



Select Yes then Confirm, if NO, cancel and repeat process

- Repeat the above process for every hazard identified in each step
- **Click** Finish
- Verify the team
- **Click** the Home tab

When verifying the team you are acknowledging the all team members took place in a "live" Risk Assessment meeting and all agreed with the outcome. Have each member (where applicable) countersign the permit!

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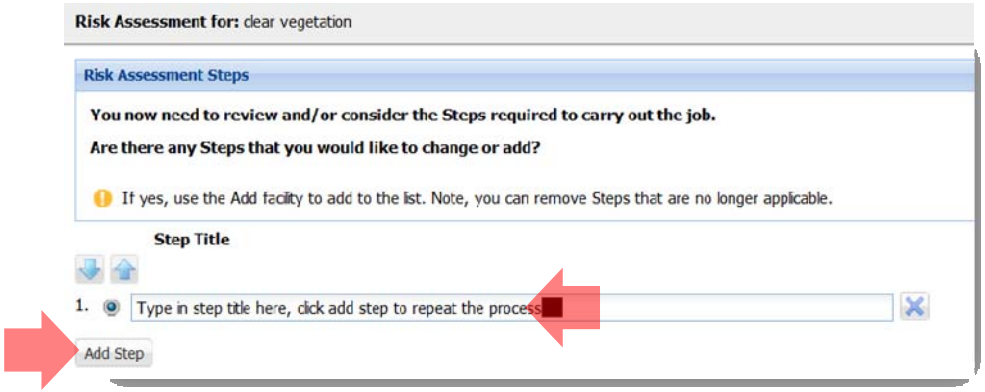
8. Steps within a RA

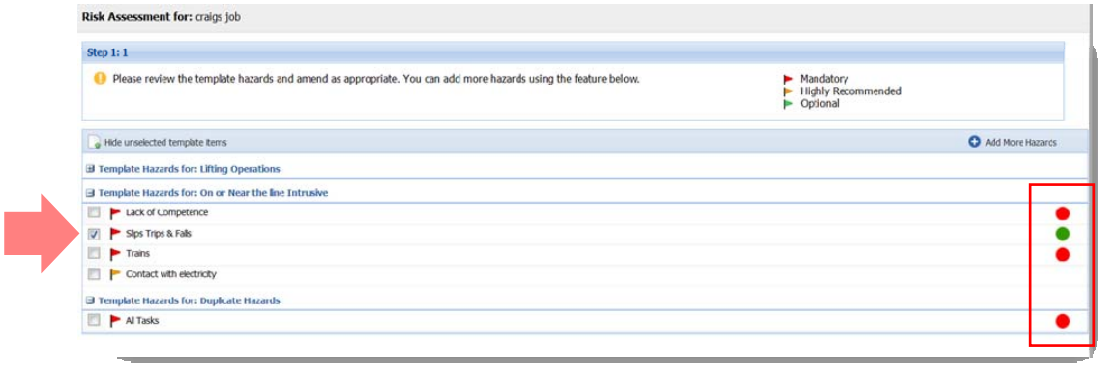
If steps are required, but haven't been created when first raising the permit (as in Section 3) Steps can be created as part of the Risk Assessment process, Steps can be added so that individual task based risk assessments can be completed for each step. This must be considered carefully as when a control measure is identified as a "control point" that control must be "in place" before the permit can be made "Live", irrespective of which step it is applicable too. It may be more appropriate to create an individual permit for each step.

When a control measure is identified as a "New Job" there is a separate permit required to undertake that control measure.

Where multiple steps are required and can be managed within one permit, carry out the following:


Risk Assessment for: clear vegetation
Risk Assessment Steps
You now need to review and/or consider the Steps required to carry out the job.
Are there any Steps that you would like to change or add?
If yes, use the Add facility to add to the list. Note, you can remove Steps that are no longer applicable.
Step Title
1.
Type in step title here, click add step to repeat the process
Add Step

- **Select** Add Step and type in your step title; repeat the process until you have added all of your required steps.
- **Select** Next
- **Tick** the applicable hazards for step 1
  (Use *add more hazards button* if nothing appropriate)
- Once hazards are selected for step 1 **Click** Next, and repeat for each step.


Risk Assessment for: craigs job
Step 1: 1
Please review the template hazards and amend as appropriate. You can add more hazards using the feature below.
Mandatory
Highly Recommended
Optional
Hide unselected template items
Add More Hazards
Template Hazards for: Lifting Operations
Template Hazards for: On or Near the line Intrusive
Lack of Competence
Slips Trips & Falls
Trains
Contact with electricity
Template Hazards for: Duplicate Hazards
AI Tasks

Any mandatory hazards must be selected for at least one of the steps and will then turn green once selected

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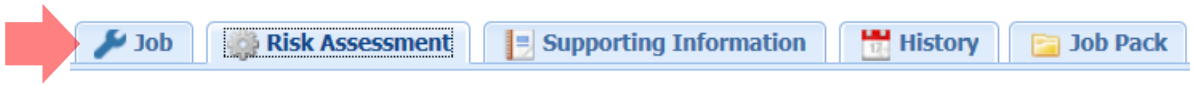
9. Completing the permit (Track information) including Draft Incomplete and Draft

The next step to complete the Permit will require returning back to the Job Tab

- **Click** on the Job Tab



- **Click** on the Edit button

If you do not click on Edit you are unable to complete the remaining fields within the Permit.

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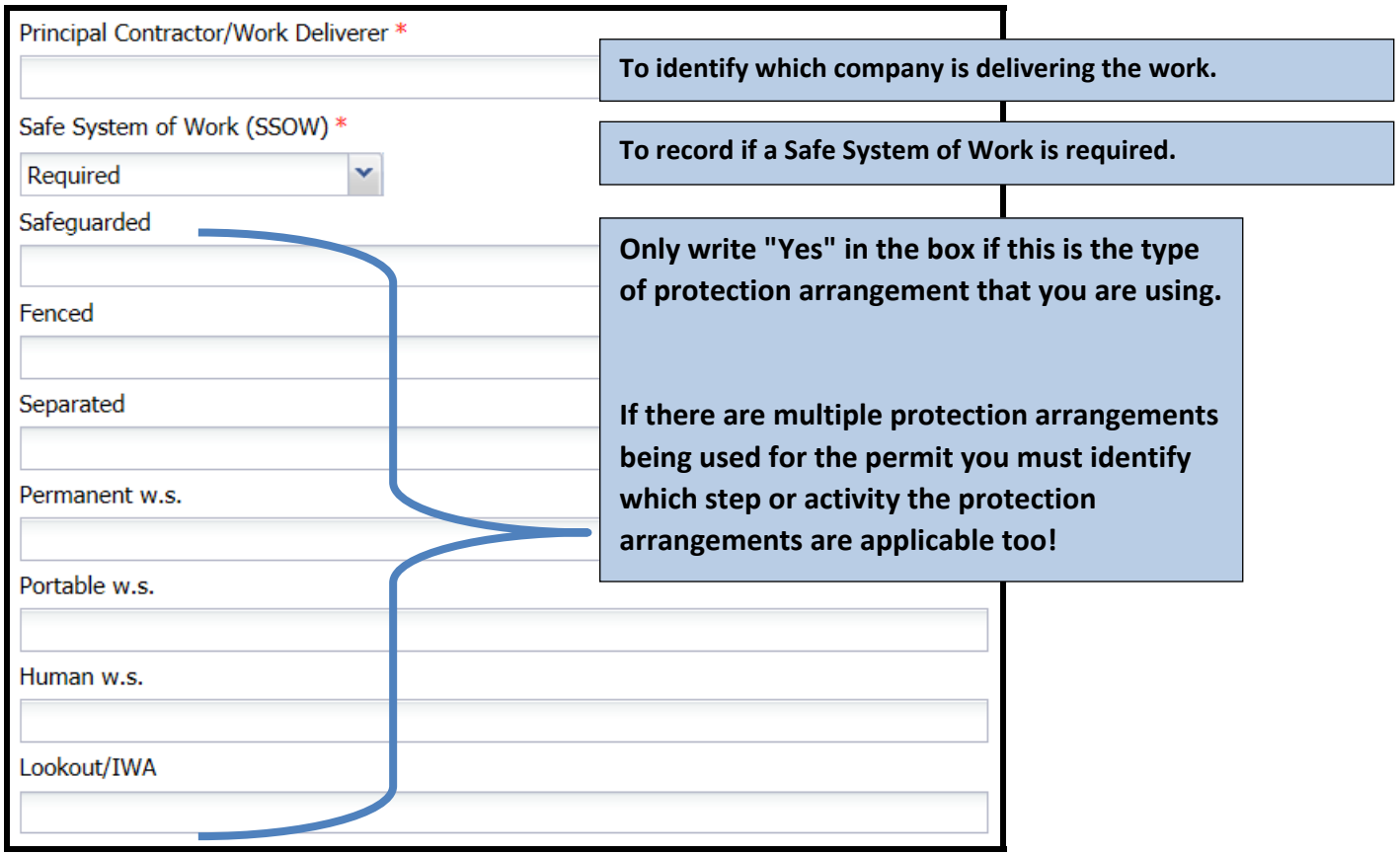
You now have a number of fields that have to be completed. Some fields are marked with a red asterisk which is mandatory.


Principal Contractor/Work Deliverer *
Safe System of Work (SSOW) *
Required
Safeguarded
Fenced
Separated
Permanent w.s.
Portable w.s.
Human w.s.
Lookout/IWA
To identify which company is delivering the work.
To record if a Safe System of Work is required.
Only write "Yes" in the box if this is the type of protection arrangement that you are using.
If there are multiple protection arrangements being used for the permit you must identify which step or activity the protection arrangements are applicable too!

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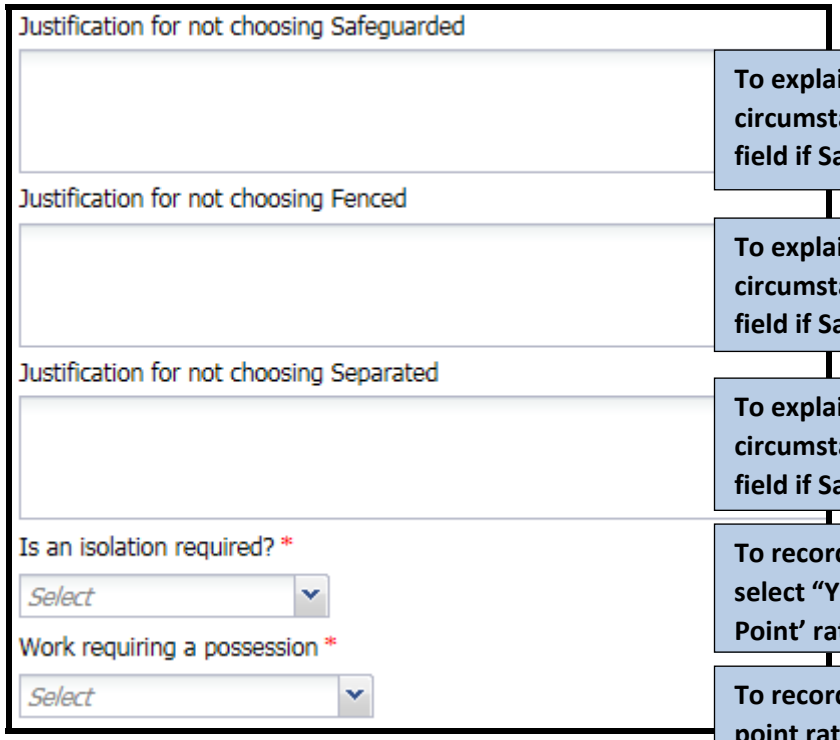

To explain why we have not used this option (safeguarded) and give the mitigating circumstances against doing so. (This does not print in the permit but is a mandatory field if Safeguarded is not chosen).

To explain why we have not used this option (Fenced) and give the mitigating circumstances against doing so (This does not print in the permit but is a mandatory field if Safeguarded or Fenced is not chosen).

To explain why we have not used this option (Separated) and give the mitigating circumstances against doing so. (This does not print in the permit but is a mandatory field if Safeguarded, Fenced or Separated is not chosen).

To record if an electrical isolation is required and which type is required. (If yes, then select "Yes, AC" or "Yes, DC" and you should consider electrical isolation as a 'Control Point' rather than a standard control).

To record if a possession is required. (If yes, then should consider this as a control point rather than a standard control).

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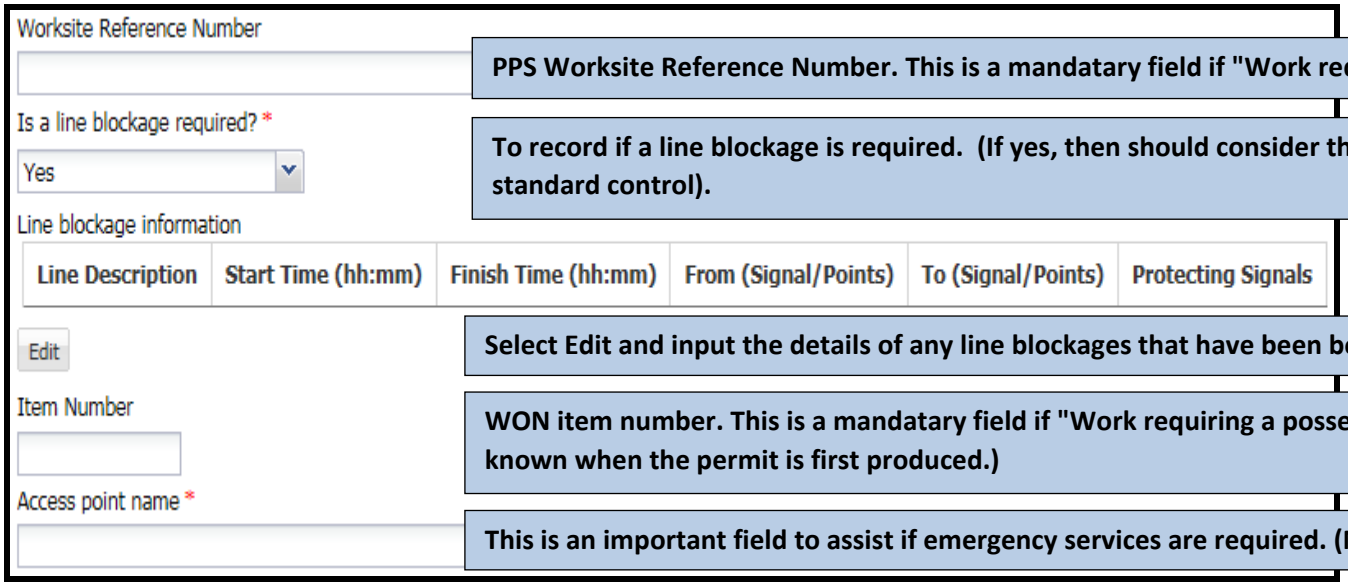

PPS Worksite Reference Number. This is a mandatary field if "Work requiring a possession" box is marked "Yes".

To record if a line blockage is required. (If yes, then should consider this as a control point rather than a standard control).

Select Edit and input the details of any line blockages that have been booked in relation to the permit.

WON item number. This is a mandatary field if "Work requiring a possession" box is marked Yes. (This may not be known when the permit is first produced.)

This is an important field to assist if emergency services are required. (Nearest Post Code to access point)

This is an example of how the detail would be shown for the "Line Blockage Information" Field shown above

Is a line blockage required? *

Yes

Line blockage information

Line Description	Start Time (hh:mm)	Finish Time (hh:mm)	From (Signal/Points)	To (Signal/Points)	Protecting Signals
Down	07:00	19:00	WH425	WH430	WH425 & WH430

Edit

Example

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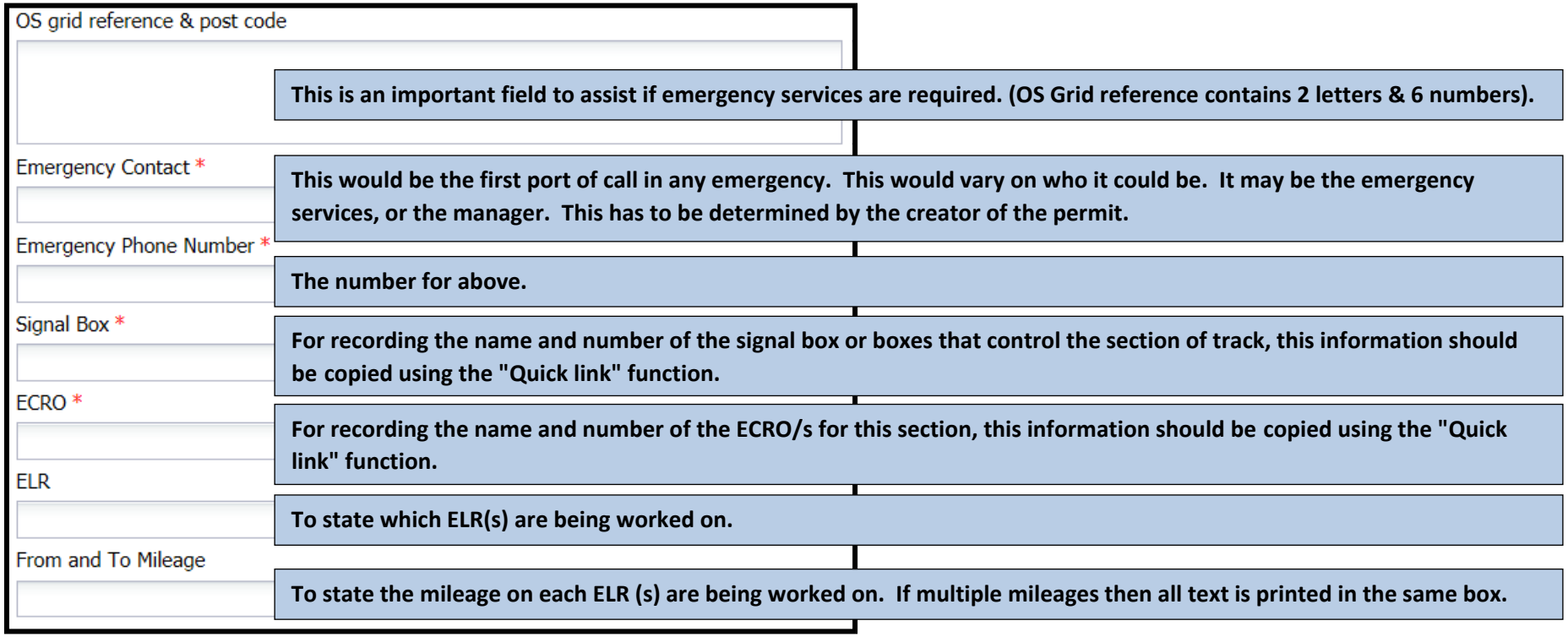
OS grid reference & post code
This is an important field to assist if emergency services are required. (OS Grid reference contains 2 letters & 6 numbers).
Emergency Contact *
This would be the first port of call in any emergency. This would vary on who it could be. It may be the emergency services, or the manager. This has to be determined by the creator of the permit.
Emergency Phone Number *
The number for above.
Signal Box *
For recording the name and number of the signal box or boxes that control the section of track, this information should be copied using the "Quick link" function.
ECRO *
For recording the name and number of the ECRO/s for this section, this information should be copied using the "Quick link" function.
ELR
To state which ELR(s) are being worked on.
From and To Mileage
To state the mileage on each ELR (s) are being worked on. If multiple mileages then all text is printed in the same box.

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Line Description

Line	Speed (mph)	Open/Blocked	Line Direction

Edit

This is to give the name, speed and status (open/blocked) for each line.

Line Description

Line	Speed (mph)	Open/Blocked	Line Direction
Down Main	30	Blocked	Bi-Directional

Edit

Example

Additional Contact(s)

Any additional contacts (multiple signal boxes, ECROS etc.) will be populated here

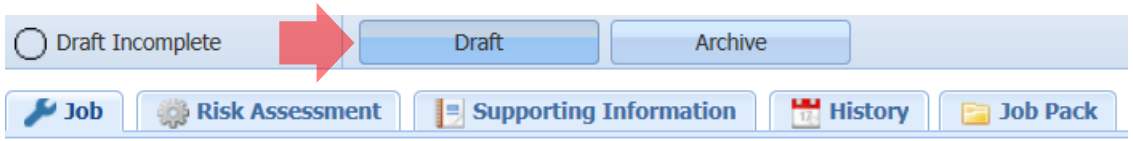
Default to Retained Archive

No

DEFAULT – 3 Years
If permit is to be kept indefinitely then select Yes

Now **Click** on Save (located in the bottom right hand corner of the screen)

Upon completion of the track information the permit "**Planner"** can move permit from "**Draft incomplete**" to "**Draft**" – Indicating that all the information has now been entered into the Permit.



Consideration should be given to Assign the permit to the Performing Authority who will be required to "Verify" the permit (see section 22 for how to Assign a permit to a user)

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10. Verify and Authorise

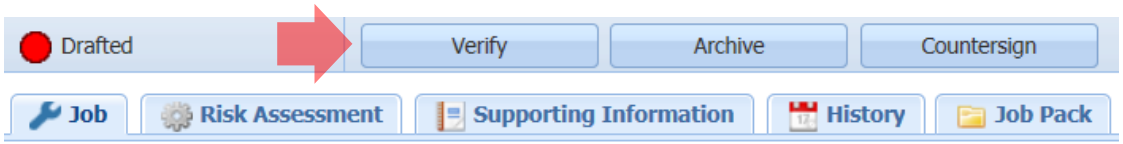
Verification of the Permit

Wherever possible, the **Performing Authority (PA)** carrying out the verification step should be the PA who will be undertaking or overseeing the work. The review should consider as a minimum:

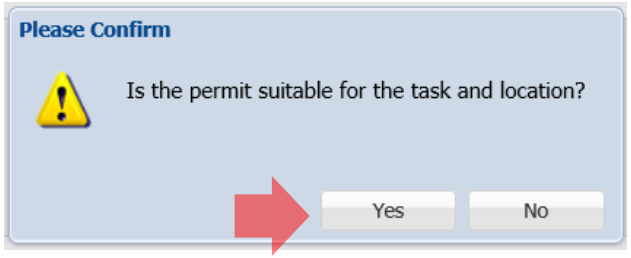
- The Job Information details (where, when, description of task and steps)
- The Risk Assessment to ensure all the foreseeable Hazards and Controls have been identified (have "control points" been used appropriately)
- Track Access information (Appropriate protection methods are planned, for access and egress and for undertaking the work)
- Any possible conflicting work activities (View this permit in the planning tab, map view and Gantt view to check for any other activities that may be taking place when it is planned to carry out your work)

Filters within the Job Planning Tab:
See Section 19 for details on how to set up customised filters to aid your reviews and identify potential conflicting work

Once reviewed if the PA is satisfied that "so far as possible" everything has been captured and in sufficient detail to allow the work to be completed on time and in a safe manner, the PA will "**Verify**" the drafted permit, if more work is required then the PA should have a conversation with the relevant Planner to address any omissions, once rectified the permit should be Verified.



The following question will need to be answered



Consideration should be given to Assign the permit to the Authorising Authority who will be required to "Authorise" the permit (see section 22 for how to Assign a permit to a user)

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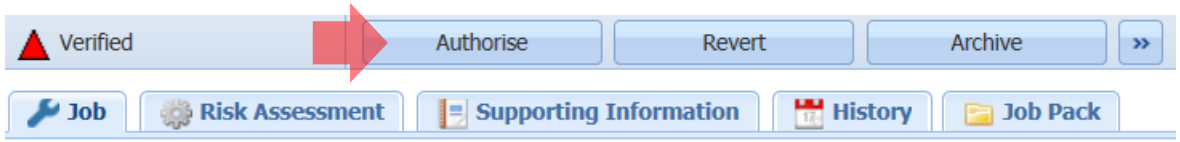
Authorisation of the Permit

The "**Authorising Authority**" should be a person who is independent from writing the permit and verifying it, before "**Authorising**" the following should be considered as a minimum:

- Check that the Planner and PA have the correct competency and have worked together in order to produce a Permit that meets the requirement of the initial request
- Identifying possible interactions/conflicts between simultaneous work fronts to ensure that work can be safely carried out and that adequate controls measures have been identified within this permit/job pack
- Is there sufficient information in the Task Description to clearly state the requirements of the task
- Is the category of Permits correct
- Ensuring that the appropriate level of risk assessment (Non-escalated or escalated) has been carried out for the task.
- In the case of Escalated Risk Assessments ensure that the assessment team is comprised of the correct level of expertise
- Where multiple PAs will be working over several shifts it is best practice to have them countersign the permit to show they are in agreement with it.
- Are there any other Permits/Job packs within the same area which may affect the planning of either piece of work, this may require countersignature of the permit **(See Section 19 for details)**
- Will the work be managed by a Safe Work Leader or Safe Work Manager
- Have the challenging conversation before authorisation of the Permit



Consideration should be given to Assign the permit to the Authorising Authority who will be required to "Authorise" the permit (see section 22 for how to Assign a permit to a user)

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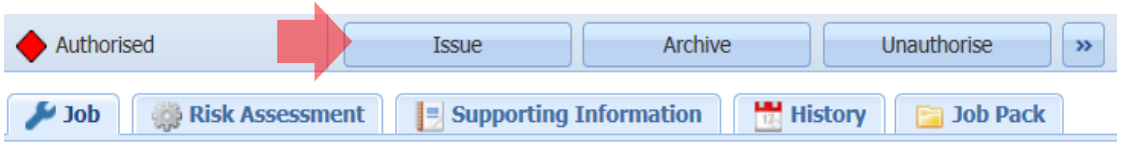
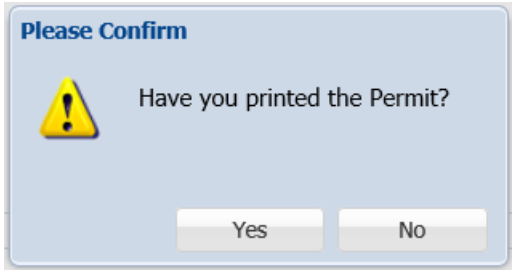
11. Issued

Before "**Issuing**" the permit the "**Issuing Authority**" should:

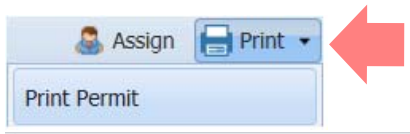
- Ensuring the PA /PAs who are delivering the work fully understand all the requirements of the Permit
- If the PA /PAs who are delivering the work hasn't been the PA involved in the planning stage, then a more detailed briefing will be required to ensure they fully understand all the requirements of the Permit
- Discuss with the PA /PAs to identify if any circumstances have changed which will need the Permit to be Amended
- This is an opportunity to check the system to see if any new work activities have been planned that have not been considered in the production of this permit. **(See Section 19 for details)**



The following question will need to be answered



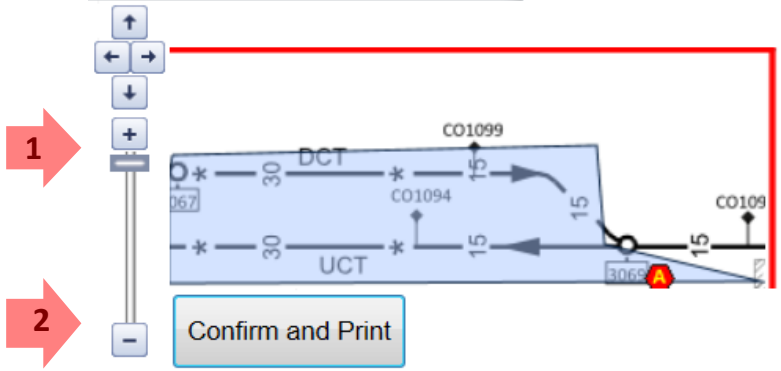
To Print the Permit, look to the right hand side or the screen and select "**Print Permit**"



This will open up a PDF version of the permit where you can:

1 - Resize your map using the zoom in and out arrows

2 - Confirm and Print



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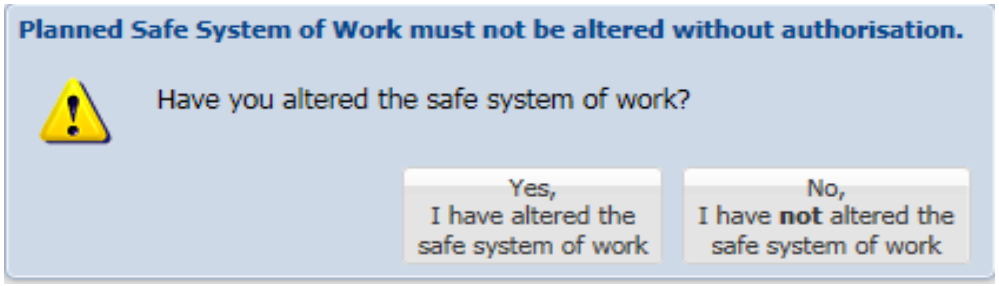
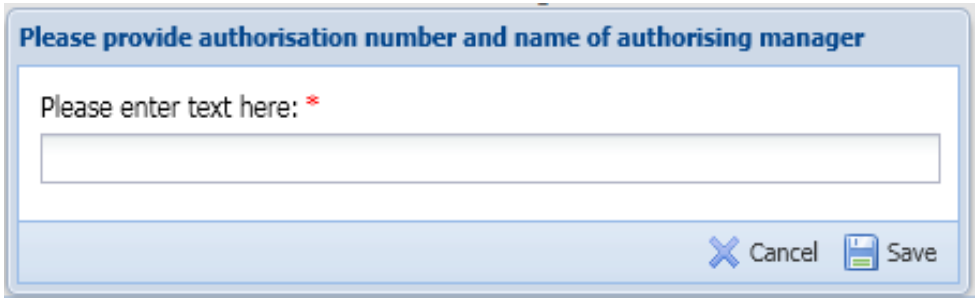
Issue of a Cyclic Permit

A prompt appears between Authorised and the Issued states for a Cyclic Permit which asks: "Have you altered the safe system of work?"


Planned Safe System of Work must not be altered without authorisation.
Have you altered the safe system of work?
Yes, I have altered the safe system of work
No, I have not altered the safe system of work

If the 'Yes…' option is selected then an additional prompt will state "Please provide authorisation number and name of authorising manager" ensuring clarity and the traceability when the SSOW is changed for the Permit.



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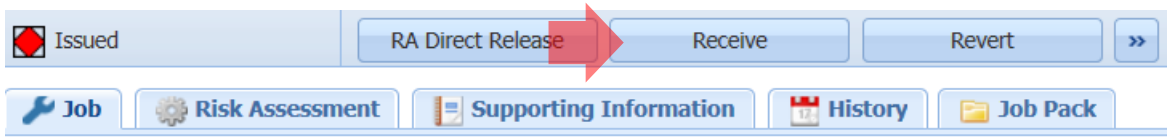
12. Making the Permit live

There are four ways of changing the state of the permit for either making the Permit Live, Suspending, Handover, Job Complete/In-Complete:

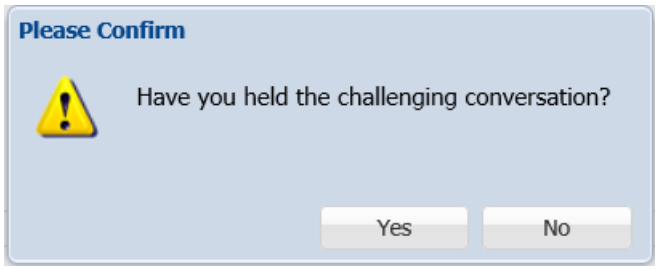
- Via the Proscient on the desktop
- Via the Proscient on the hand held device
- Via the Release Authority (phone call)
- Via a phone call to the Mitie call center

To Receive the Permit Live via the desktop.

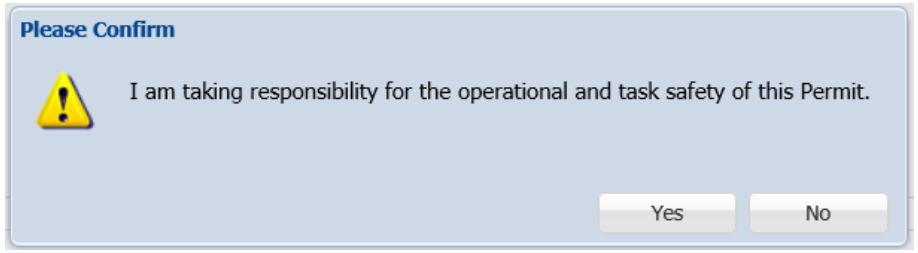
The PA will Click on the "**Receive**" button



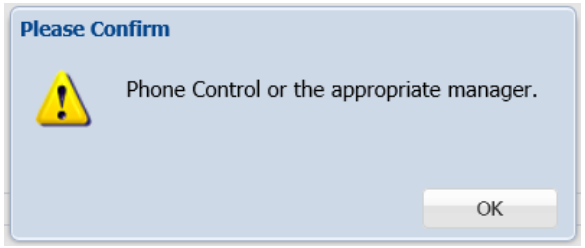
The following question will need to be answered



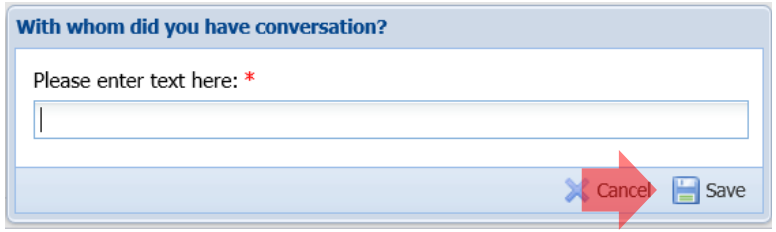
If you answer "**Yes**",the following question will need to be answered



If you answer "**No**" you will need to action the following



- You will then need to enter the Name of the person you had conversation with, then click on "**Save**" The permit will now be "**Live**"



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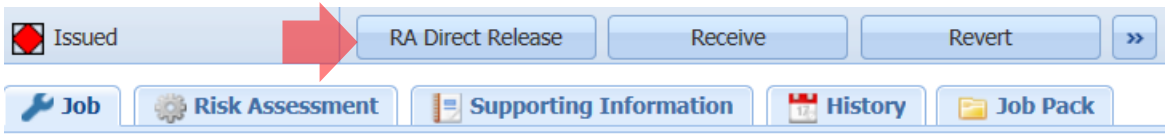
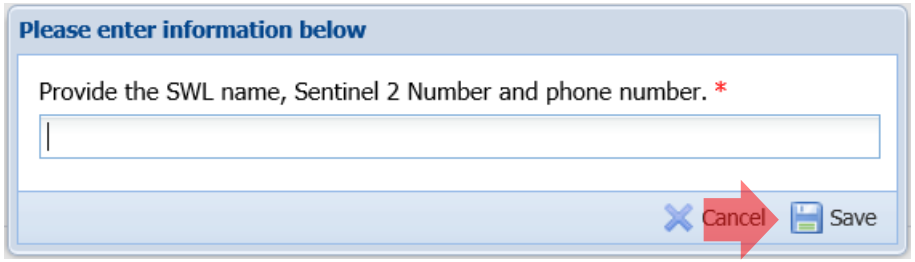
To make the permit Live via the "Release Authority" (on the desktop)

To Receive the Permit Live via the desktop. The "**PA"** must call the "Release Authority", the "**Release Authority**" will find the permit on the system and Click on the "**RA Direct Receive**" button



You will then need to enter the details of the SWL you have "**Released**" the permit to, click on "**Save**" The permit will now be "**Live**"



To make the permit Live via the "Mobile Optimised Web Page"

Log in to Proscient:

Search for the permit you require

Select the option to take the Permit "**Live**"

You will be prompted with a series of closed questions which must be answered "**Yes**" for the permit to be taken "**Live**"

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To make the Permit Live by Calling the Mitie Call Centre.

To provide ePermit activation to those staff on site who wish to activate an ePermit to work, but who **do not** have internet connectivity on-site, staff will call a pre-determined phone number **(TBC)** to contact the Mitie call centre.
A short discussion will take place and following the necessary safety checks, the contact centre will activate the ePermit on behalf of the caller.

Before making the call to the Mitie Centre to activate your ePermit you will need to be able to provide the following information:

- Confirmation that you are a Safe Work Leader
- That you wish to activate your ePermit
- Your ePermit Number
- Confirmation that a safety conversation has been held
- Your name

You will receive verbal confirmation that the required action against that ePermit number has taken place

Whichever option is used for making the permit "Live" it is the PA's responsibility to record the relevant details on the Permit

The key responsibilities of the Performing Authority (PA) are:

- Brief the contents of the permit to permit user/s to ensure they understand the full scope of the work, the identified hazards and controls and record the relevant details on the Permit.
- Ensure that all "Control Points" have been put in place prior to making the Permit go "Live".

PA responsibilities while the permit is Live

- Continually monitor work site conditions. If significant changes are identified these shall be assessed and where required the Permit amended. This will require a re-authorisation of the Permit.
- Ensure that specific control measures for higher risk activities listed on the Permit are put in place during the course of the work.
- Ensure that only work detailed on the Permit takes place.
- Ensure that the worksite remains in a clean and tidy state.
- Ensure that any Lessons Learned whilst undertaking the task are recorded on the Permit.

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13. Handover and Suspend

Effective "**Handover**" between oncoming and departing personnel at crew change is fundamental to ensure continuity is maintained and that there will be no adverse impact on work activities.

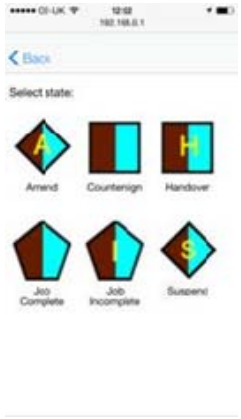
- Where a handover takes place, Both PAs **must have a face to face discussion at the worksite** before carrying out the required action within Proscient and on the hard copy of the permit.

To "Handover" the permit via the "Mobile Optimised Web Page"

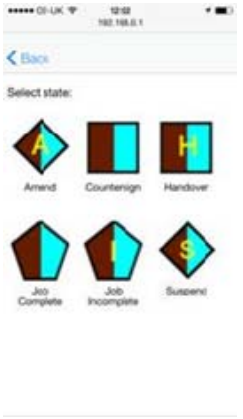
Log in to Proscient:

Search for the permit you require

PA1 Select the Permit to give "**Handover**"



PA2 Select the Permit to "**Handover**"for the permit to be taken "**Live**"



When work is temporarily suspended on site, the permit must be "Suspended" on Proscient and on the hard copy of the permit indicating no work is currently taking place.

- On Suspension of the Permit the Performing Authority (PA) shall contact the Issuing Authority and explain the reason for suspending the Permit.
- The PA shall ensure that the work site is left in a clean and safe state.
- Work will not resume until the Permit has been made Live by the Performing Authority.

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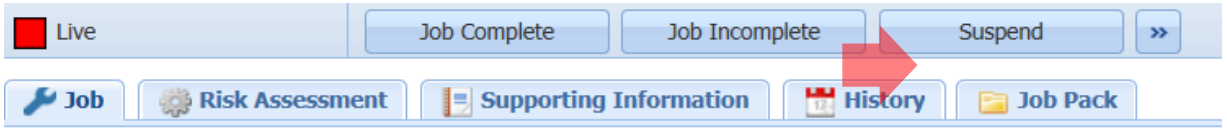
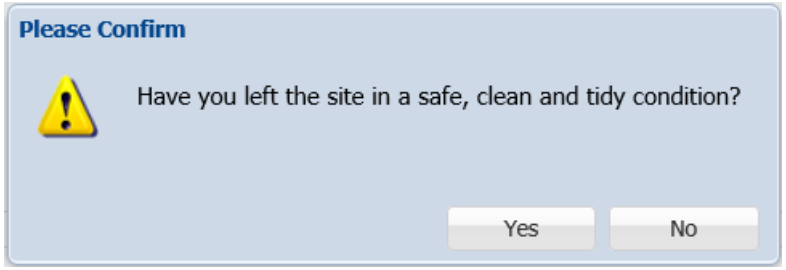
To “Suspend” the Permit via the desktop.

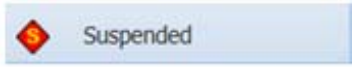
The “**PA”** will Click on Suspend



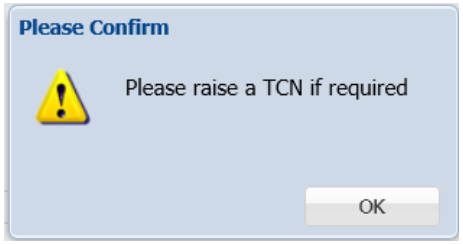
You will then need to answer the following question



If you answer “**Yes**” The permit will go to the “Suspended” state



If you answer “**No**” you will need to acknowledge the following



The same process applies where the “Release Authority” carries this out on behalf of the “PA”

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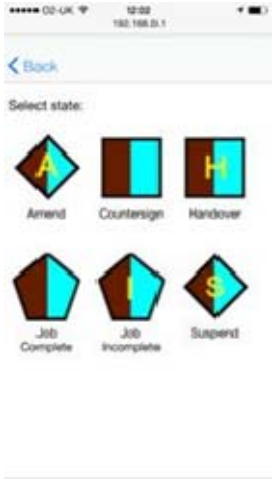
To “Suspend” the permit via the “Mobile Optimised Web Page”

Log in to Proscient:

Search for the permit you require

Select the option to “Suspend” the Permit



To “Suspend” the Permit by Calling the Mitie Call Centre.

To provide ePermit intervention to those staff on site who wish to "Suspend" an ePermit, but who **do not** have internet connectivity on-site, staff will call a pre-determined phone number **(TBC)** to contact the Mitie call centre.

A short discussion will take place and following the necessary safety checks, the contact centre will “Suspend” the ePermit on behalf of the caller.

Before making the call to the Mitie Centre to Suspend your ePermit you will need to be able to provide the following information:

- Confirmation that you are a Safe Work Leader
- Your Name
- Your ePermit Number
- Confirmation that you want to “Suspend” you ePermit
- Confirmation that you have left your site clean and tidy

You will receive verbal confirmation that the ePermit number has been “Suspended”

Whichever option is used for “Suspending” the permit it is the PA’s responsibility to record the relevant details on the Permit

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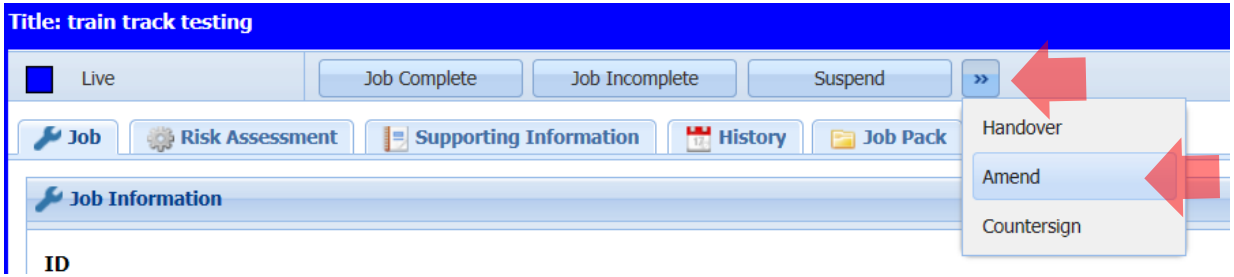
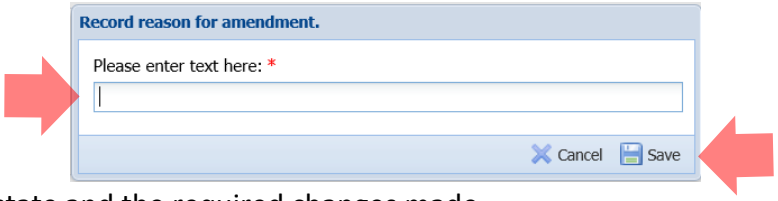
14. Amend

The Amend function is most likely to be used to add information to the Risk Assessment (for example where the use of a power tool has become necessary and the tool was not part of the original Risk Assessment). It is not usual to allow for Scope/Job creep whereby the work scope is expanded to include new, previously unidentified work.

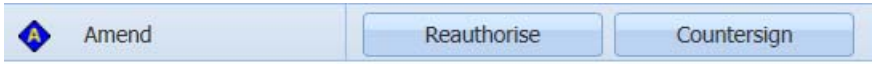
Where Amendments are required the **SWL MUST STOP** all work being undertaken on the permit (**in the "Amend" State, the permit is no longer "Live"**)
To Amend the Live permit via the desktop left mouse click on the double chevrons, then highlight "Amend" and select by clicking on the left mouse button again



You will need to enter a reason for "Amending" the permit, then click Save



The permit would now be in the "Amend" state and the required changes made.



The permit can also be taken to "Amend" from the Mobile Optimised Web Page, but carrying out the amendments would still require the user to be logged in to Proscient via the desktop

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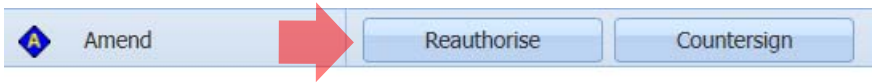
Cautionary note:

Careful consideration needs to be given if you are making significant changes to the previously identified Risk Assessment Table (RAT), for example if changing the permit from **Lineside** to **On or Near the Line Non-Intrusive** then you will lose all of the details of the Track Information, and the permit will revert to "Draft Incomplete"

You will be given a prompt upon changing one of the RATs to allow you to consider if you really do want to make the changes?

Upon completion of any Amendments, the permit will need to be "Re-Authorised" by the Authorising Authority.



Where amendments are carried out on behalf of the SWL (for example no internet connectivity on-site) it is the Safe Work Leader's responsibility to ensure the worksite copy of the permit is updated to reflect that of the ePermit.

Following "Authorisation", the permit would need to be "Issued" and made "Live" as normal before work could begin.

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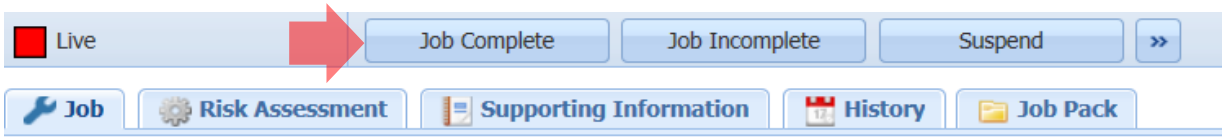
15. Job Complete and Job Incomplete

Job Complete:
When the full scope of work is completed, and the worksite has been left in a safe, clean and tidy condition the PA must change the state of the Permit to "Job Complete" indicating no further work is required.

Job In-Complete:
Where the full scope of work is unable to be completed, the worksite must still has been left in a safe, clean and tidy condition the PA must change the state of the Permit to "Job In-Complete" indicating no further work is taking place using this permit. A new permit must be produced if further work needs to take place.

To "Job Complete/Incomplete" the Permit via the desktop.

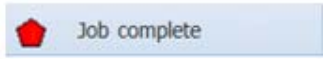
The "**PA"** will Click on either "**Job Complete**" or "**Job Incomplete**"



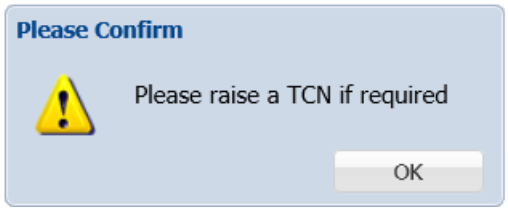
If "Job Complete" selected

You will then need to answer the following question

If you answer "**Yes**" The permit will go to the "**Job Complete**" state



If you answer "**No**" you will need to consider raising a Temporary Change Notice (TCN) and acknowledge the following



The permit will move to "**Job Complete**"

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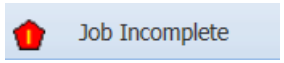
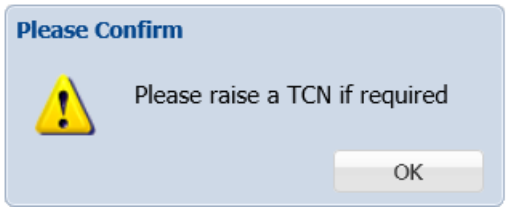
If "Job Incomplete" selected

You will then need to answer the following question

If you answer "**Yes**" The permit will go to the "**Job Incomplete**" state



If you answer "**No**" you will need to consider raising a Temporary Change Notice (TCN) and acknowledge the following



You will then need to enter the reason for "**Job Incomplete**" and click Save, the permit will move to "**Job Incomplete**"

The same process applies where the "Release Authority" carries this out on behalf of the "PA"

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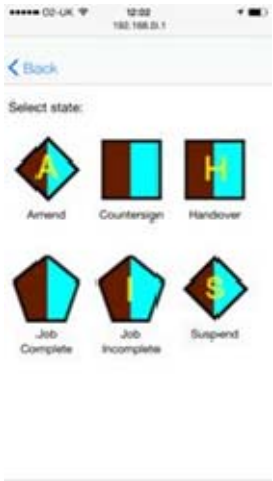
To "Job Complete/Incomplete" the Permit via the "Mobile Optimised Web Page"

Log in to Proscient:

Search for the permit you require

Select the option to "**Job Complete**" or "**Job Incomplete**"the Permit



Whichever option is used for completing the permit it is the PA's responsibility to record the relevant details on the Permit

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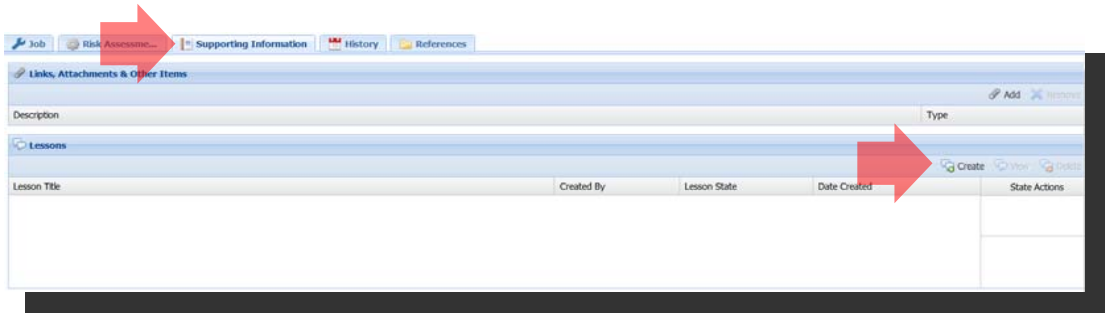
16. Lessons

What is a Lesson?

A Lesson can be either “Job” based or “Location” based depending on its nature.
A “Job” Based Lesson will **only** be presented to the user when the permit with that Lesson is copied, whereas a “Location” based Lesson will be presented to the user when they raise any permit for work to be carried out in the “Location” to which the Lesson was raised. This feature allows users to continuously improve work through feedback.

- **Select** the permit that you would like to add the lesson to
- **Select** Supporting Information Tab
- **Select** Create



This lesson applies to:
Select Job or Location - Mandatory Field

Lesson Title:
Type in the title of the lesson - Mandatory Field

Details of Lesson:
Type in a full description of lesson - Mandatory Field

A Line Manager will have to validate the Lesson and can also make the Lesson no longer applicable

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17. Archive including options within Archive

Following "**Job Complete**" and "**Job Incomplete**" the permit must be archived.

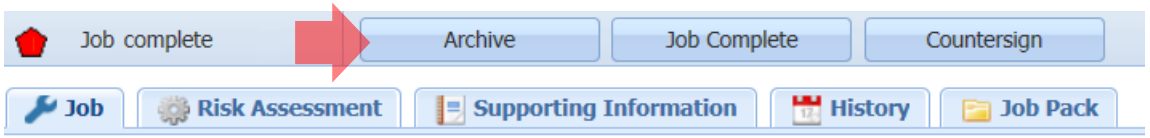
Within Archive there are 3 options that can be manually selected:

"**Archive**" – This will remain in the Database for 3 years (This is the standard default selection)
"**Retained Archive**" – This will remain in the Database indefinitely (This can be selected as the default within the permit generation - section 9)
"**Archive Do Not Copy**" – This will remain in the Database for 3 years and prevents it from being copied

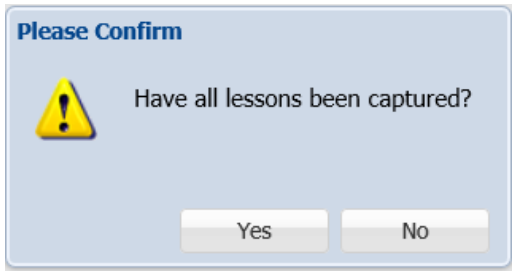
If the Default to retained archive option is used, then permits will automatically move to "Retained Archive" 24 hours after the Permit has been made Job Complete or Job In-Complete

If the standard default to archive is used the permit will be automatically move to the "Archive" by the system 14 days after the Permit has been made Job Complete or Job In-Complete

The "**Planner"** will Click on the "**Archive**" button



Before the permit moves to the "**Archive**" state, there is a reminder to capture any lessons that have been recorded on the paper copy of the permit



If you answer "**Yes**", the permit will go to the "**Archived**" state
The "**Planner"** can then move the permit to one of the other "**Archive**" states as required.

If you answer "**No**" the permit will remain at the previous state.

If required the permit can be moved back from either "**Retained**" or "**Do Not Copy**"

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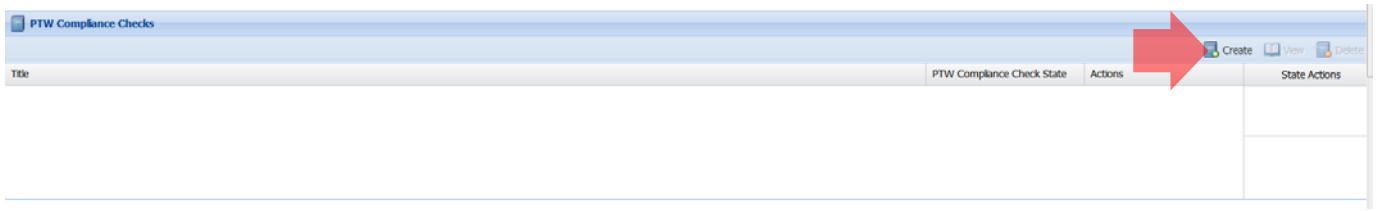
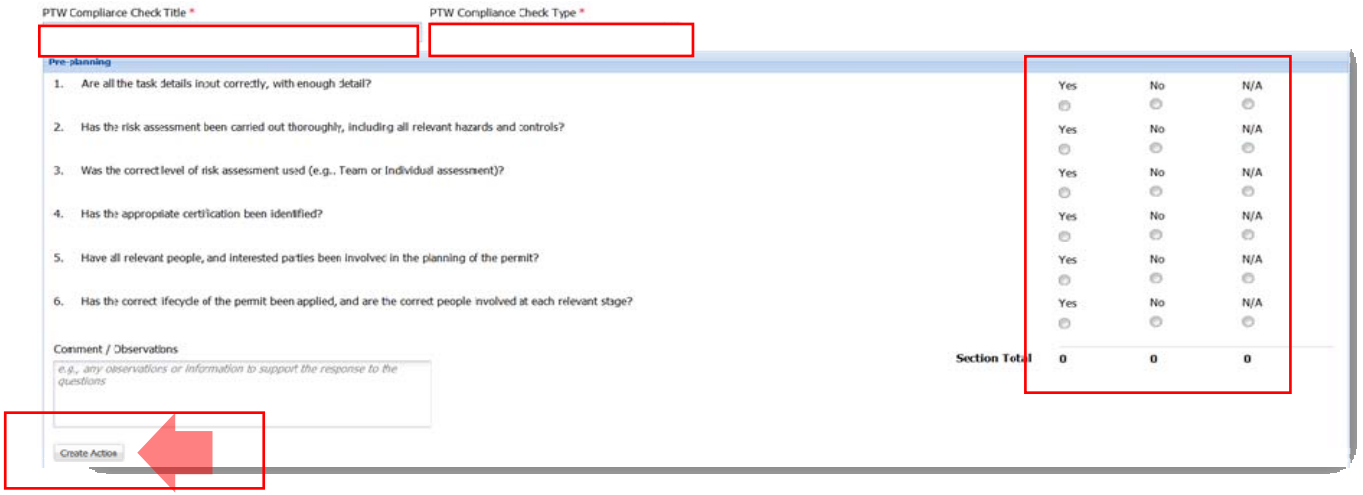
18. PTW Compliance check

To create a Permit to Work Compliance check Click create



Insert title and compliance type (Desktop or Work Area)


PTW Compliance Check Title *
PTW Compliance Check Type *
Pre-planning
1. Are all the task details input correctly, with enough detail?
2. Has the risk assessment been carried out thoroughly, including all relevant hazards and controls?
3. Was the correct level of risk assessment used (e.g., Team or Individual assessment)?
4. Has the appropriate certification been identified?
5. Have all relevant people, and interested parties been involved in the planning of the permit?
6. Has the correct lifecycle of the permit been applied, and are the correct people involved at each relevant stage?
Yes
No
N/A
Comment / Observations
e.g., any observations or information to support the response to the questions
Section Total
0
0
0
Create Action

Answer each question as **Yes**, **No** or **N/A** in turn by clicking on the relevant button

You can also **Create** and assign actions on this screen if required.

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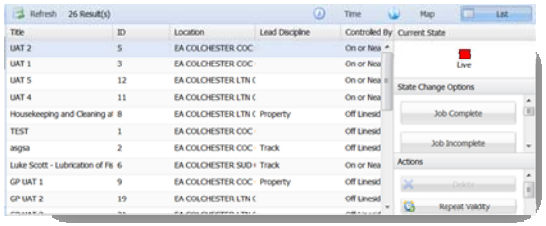
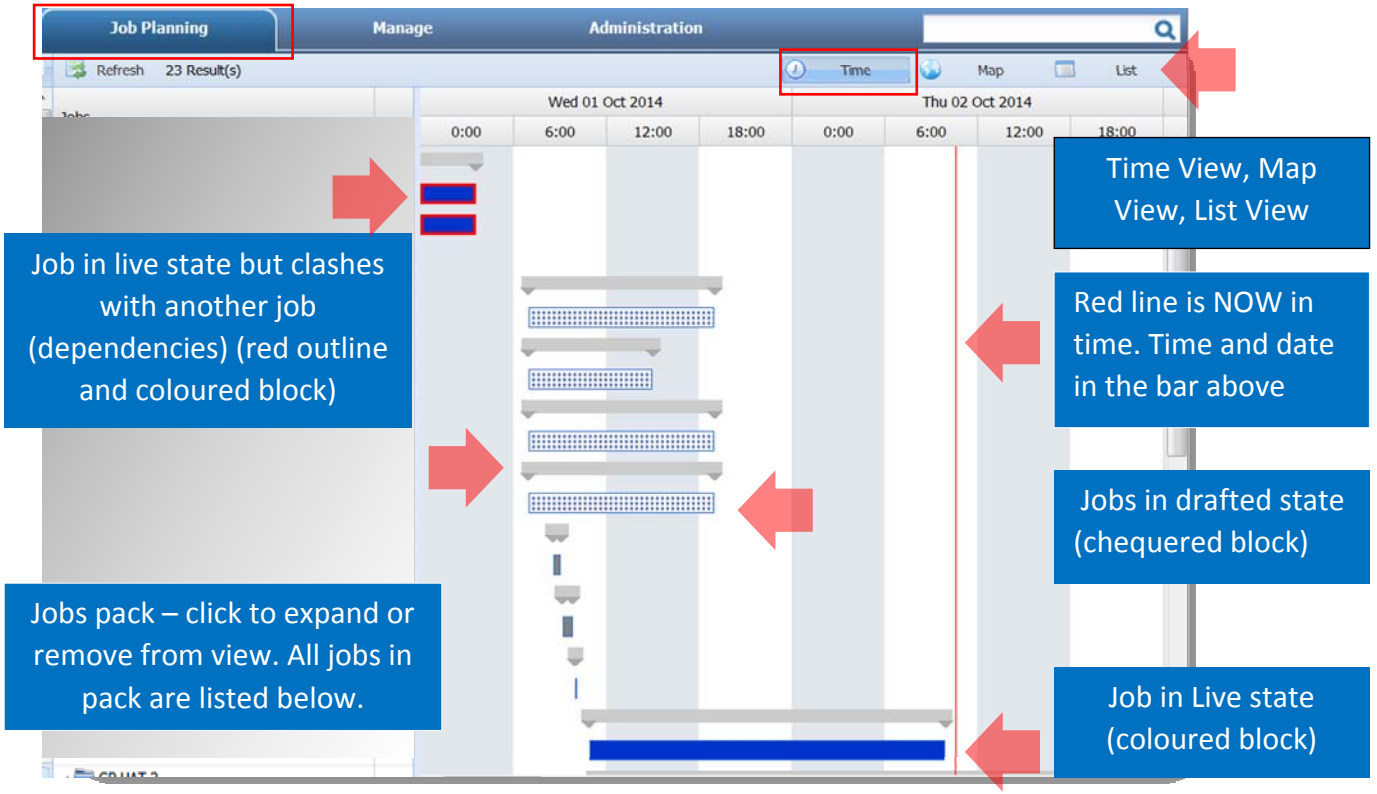
19. Job Planning

The Job planning facility will allow you to view permits in Time View, Map View and List View.
It is vital that potential conflicts between works taking place are identified and managed during the process
These views should be used to filter for other works that are taking place in your work area at the same time.
The presence of other work will have an impact on your planning and will need to be considered when structuring your permit, your Risk Assessment and how the work will be delivered.
As this will have filters within this screen you can personalise your filters and also change the state of permits

Map View

List View





Filters
Apply your Filters once you have customised, you can then Save your filters for future use

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20. What is a Job Pack

A job pack consists of a single or number of permits that are produced either to deliver a single package of work or multiple packages of work in the same area at the same time.

To create another permit in the same job pack.

1) Open a permit that has already been created
2) Click on Job Pack
3) Click on create permit
4) Choose to create new or copy

Multiple permits to deliver a single package of work.

If the package of work has several distinct tasks/steps then producing individual permits for each task should be considered.
Reasons for producing separate permits rather than one permit with multiple steps:

- **If the individual steps are to be undertaken by different workgroups.**
  This will enable the person briefing the workgroup to have only the relevant information required to brief their group and undertake the task, rather than have to look through a large permit with information that they do not require.
- **If there are different control points for each step.**
  If a control point is selected as a control measure for a specific step, the permit cannot be made live until that control has been put in place.
- **If the interdependence between one step and another step is critical.**
  By producing separate permits dependencies can be built between permits to provide more robust control over the sequencing of the work.
- **If the works are of a complex nature.**
  A permit can be produced for managing the worksite. If the permits for the individual steps have a live – live link with the permit for managing the worksite, this means that at the start of the work the permits for the individual steps cannot be made live until the worksite manager's permit has been made live and at the end of the work the worksite managers permit cannot be "handed back" until all of the permits for the steps have been "handed back". This gives a more robust method of ensuring that works relying on the protection put in place as part of the management of the worksite permit have to be completed or suspended before the protection can be given up.

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Multiple Companies delivering separate work in the same location at the same time.

Where more than one party are undertaking work in the same location at the same time.

Network Rail Maintenance, Balfour Beatty Rail and Carillion Rail all have items of work that require to be undertaken in close proximity and in the same time period.

Network Rail Maintenance, Carillion and Balfour Beatty rail would produce a permit or permits for the work that they are planning to undertake. Once the first permit has been started in Proscient and the time and location on the map has been entered, the other two companies will have visibility that somebody else is intending to work at the same location at the same time that they are planning to work.

A lead for the work area will have to be identified. If Carillion were identified as the lead then they would provide the SWL/SWM when the work is being delivered. Their role is to co-ordinate the works of the three parties. All three would still be responsible for ensuring that they had assessed the risk associated with the work they were undertaking and ensuring that they had put in place appropriate control measures. They would also have to identify any risk that their work could export to the other two.

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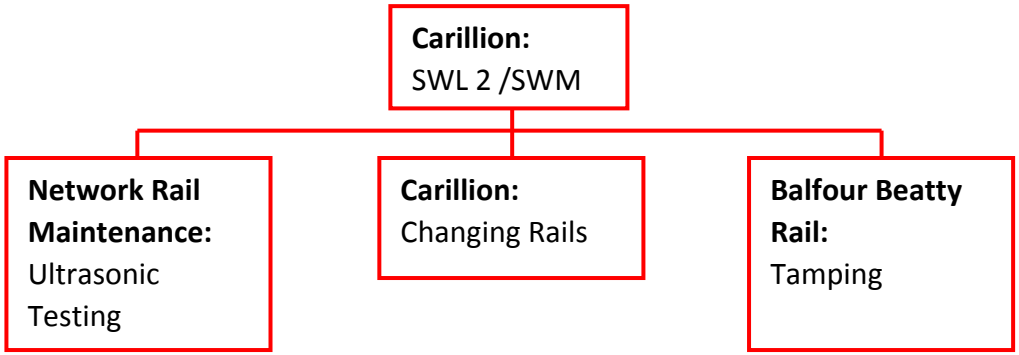
In addition to managing their own work risks Carillion would manage the co-ordination of all three work activities and ensure that appropriate control measures were in place for the risks associated with the interaction of the three parties.



Permits are to be drafted and verified within each company. At the authorisation stage there needs to be confirmation that Carillion in their site co-ordination role have reviewed the permits and that the control measures associated with control of risks relating to the interaction of the three parties have been included in the permit. This is to be done by means of the SWL/SWM or AA from Carillion countersigning the permits, the permits will still be Authorised by the individual companies.

Each company would issue their permits relating to the work they were undertaking to their staff. The Carillion SWL/SWM would have a copy of all the permits.

The Carillion SWL/SWM would the make the permits live

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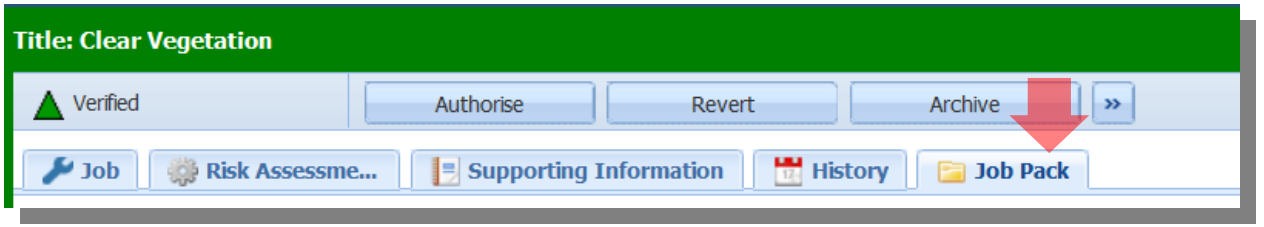
21. Creating Dependencies

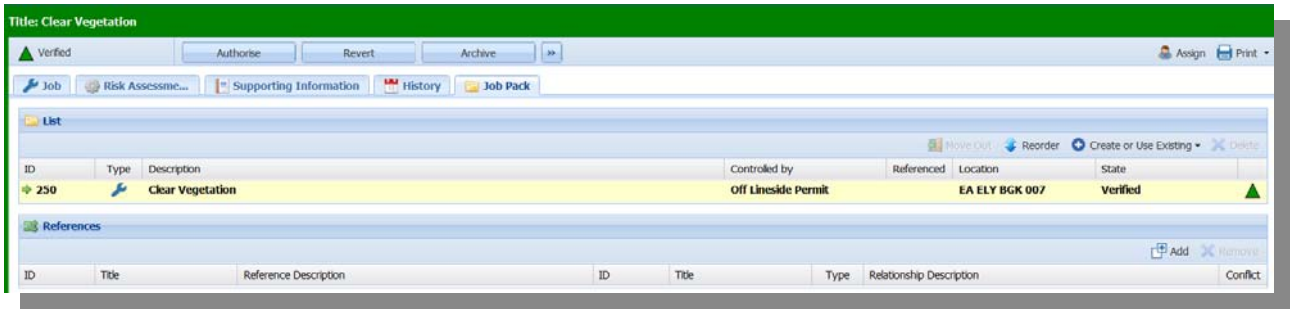
Dependencies allow permit(s) to be linked and referenced to other permit(s). For example one Permit may not be able to go ahead until another Permit has started or in another example, a Permit has to be finished before another Permit can start.

Proscient requires the permits to have a relationship, Parent and Child. The Child Permit is dependent on the Parent Permit.

Open the Child Permit and **Select** Job Pack



The following screen will open once you have selected job pack



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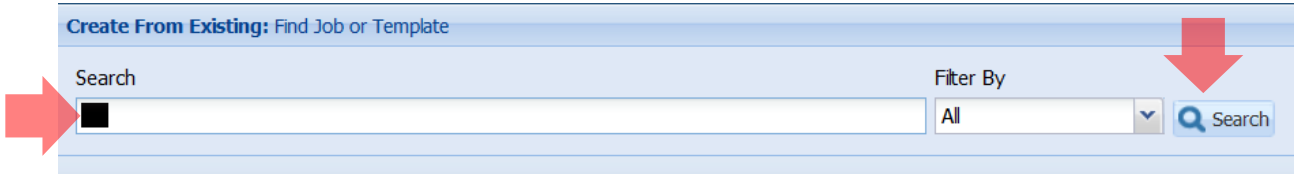
The Parent Permit can be opened within the Child Permit:

- **Click** on Create or Use Existing button

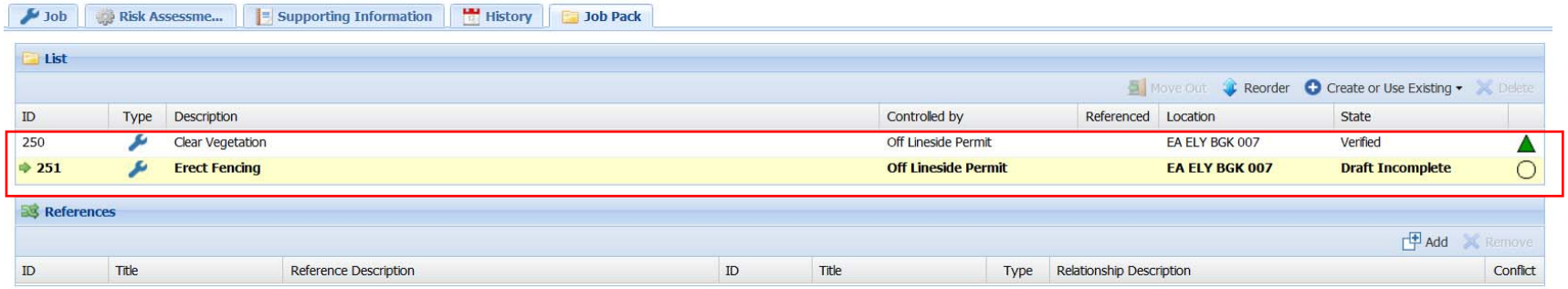
- **Select** the option Use Existing (this example presumes the permit has already been created and is in either drafted or Verified state)

- **Type** in the Number of your Permit and **Click** Search



- **Click** Save
- **Select** Job Pack Tab

- You will now see that the Child and Parent permits are listed:



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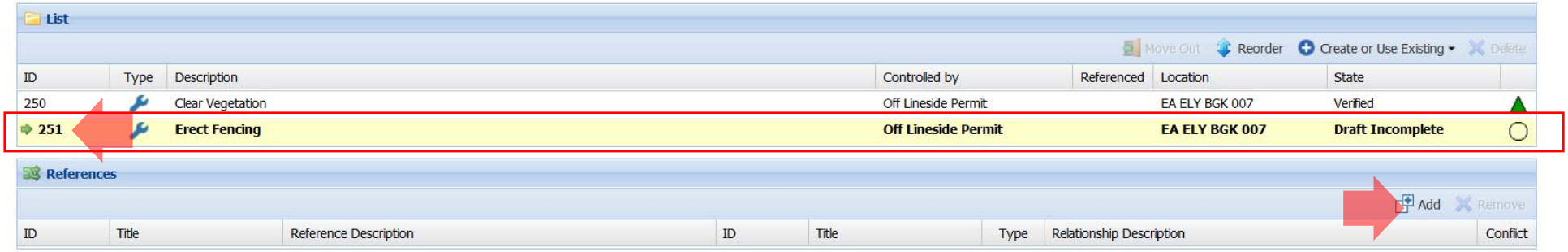
- The permits need to be linked, there are three ways of linking permits:

Finish Start	A Parent Permit must finish before the Child Permit starts (ie. Live)
Live Live	A Parent Permit must be Live before the Child Permit becomes Live
Live Not Live	When a Live Parent Permit is suspended then a Child Permit can become Live

- Ensure that the permit you require first is **Highlighted** and has a green arrow pointing to the Unique ID



- **Click** on the Add Button to create the dependency in the References section

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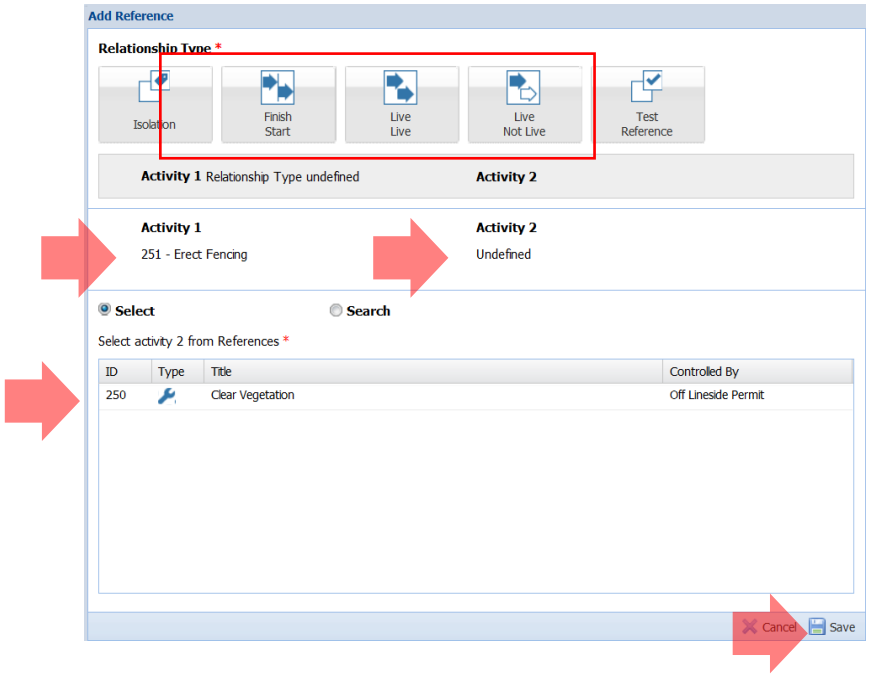
- **Select** the Relationship Type (Finish/Start, Live/Live or Live/Not Live)



- **Select** the 2nd Permit and **Choose** Save (This example – Clear Vegetation)

Note:- Activity 1 is the permit that was originally highlighted and Activity 2 is undefined until you select the 2nd permit.

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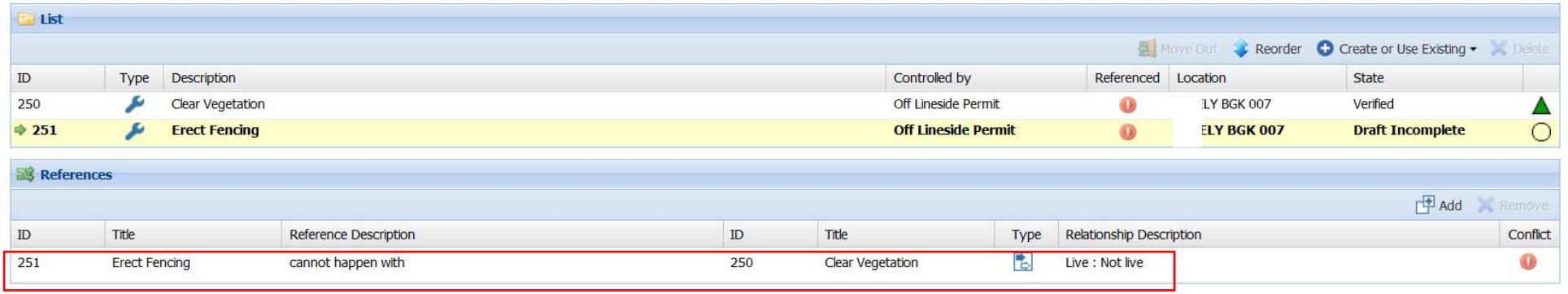
In this example: Erect Fencing cannot go Live when Clear Vegetation is Live, as dangerous machinery will be used when clearing vegetation.



List

Move Out | Reorder | Create or Use Existing | Delete

ID	Type	Description	Controlled by	Referenced	Location	State	
250		Clear Vegetation	Off Lineside Permit		LY BGK 007	Verified	
251		**Erect Fencing**	**Off Lineside Permit**		**ELY BGK 007**	**Draft Incomplete**	

References

Add | Remove

ID	Title	Reference Description	ID	Title	Type	Relationship Description	Conflict
251	Erect Fencing	cannot happen with	250	Clear Vegetation		Live : Not live	

Job Pack can have as many permits as you require.

You would open the Child Permit and select Job Pack. You would then add the Parent, then another child, child, child etc.

You would then choose the Add button within the References section and create the required dependencies as above Finish/Start, Live/Live or Live/Not Live

You can also create dependencies to permits not listed in this Job Pack too!

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Open Child Permit
Click on Job Pack Tab
Click on Create or Use Existing button
Search for Parent Permit & Save
Repeat Process for all remaining Child Permits
Highlight Permit you want to reference
Click Add Icon within the References Section
Select the Relationship Type (ie) Live Live
Repeat the Process to link all your permits

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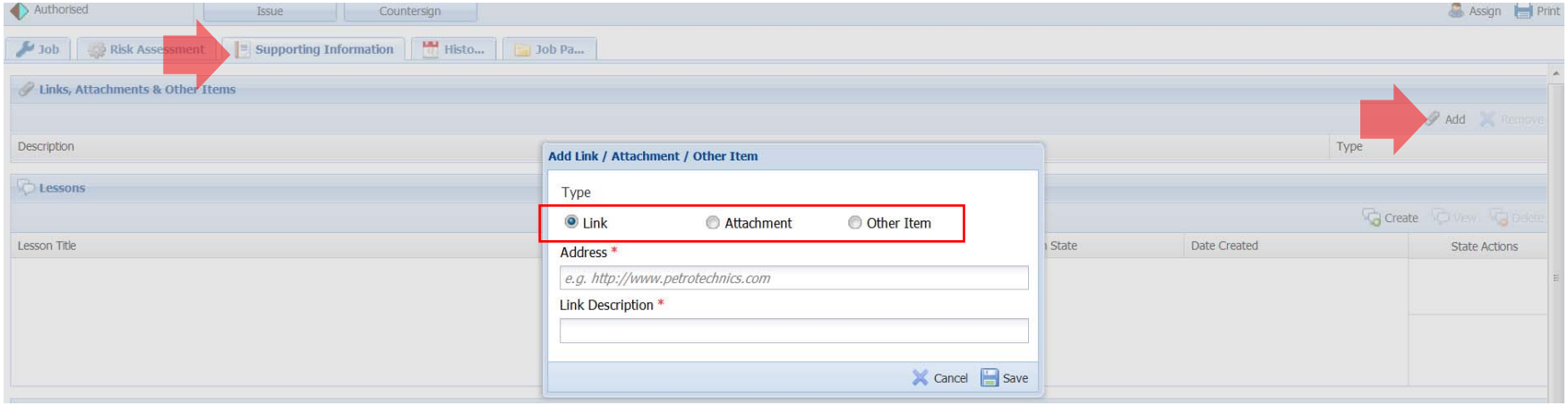
22. Additional Features

Supporting information

In the Supporting Information tab **Click** Add to add Link/Attachment/Other item



- You can **Insert** (copy and paste) a URL from the web browser to link to a website/webpage.
- You can **Attach** a word/excel/pdf document, for example a Task Briefing Sheet, a Line blockage form or COSHH Assessment, etc…
- You can **Type** in a reference to any other items relating to the work.
- There are a bank of blank templates which can be printed directly from Proscient

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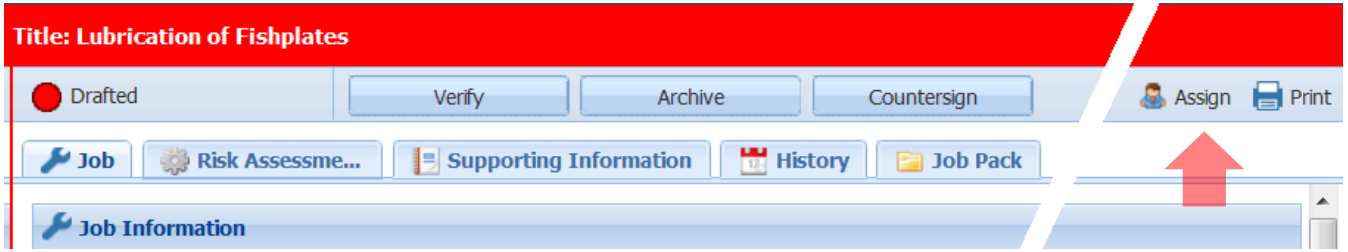
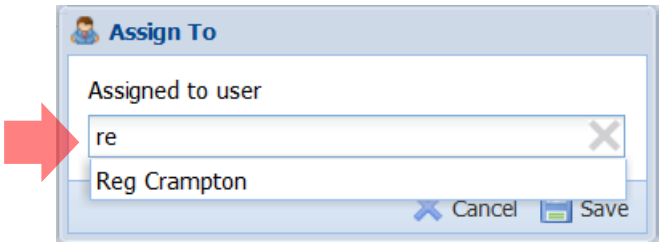
Assigning a permit to a user

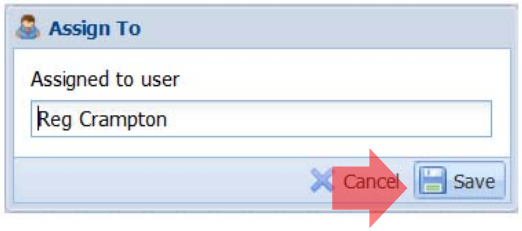
From the Home Page, locate the permit you wish to assign, to open the permit either Click on "**View**" in the "**Action**" section for the highlighted permit or click on the permit title

From the View page of the permit Click on 'Assign'



- Type the name of individual who you want to assign the permit to, (as you begin to type, names will begin to populate the list of users) **Select** the individual then **Click** 'Save'. You will then see that the permit is assigned to that user.





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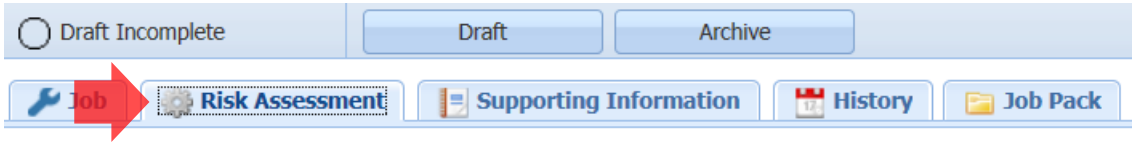
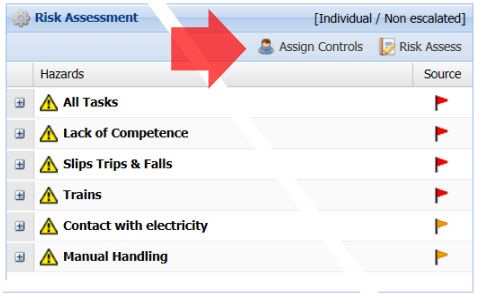
Assigning a Control to a user

Click on the "**Risk Assessment**" tab



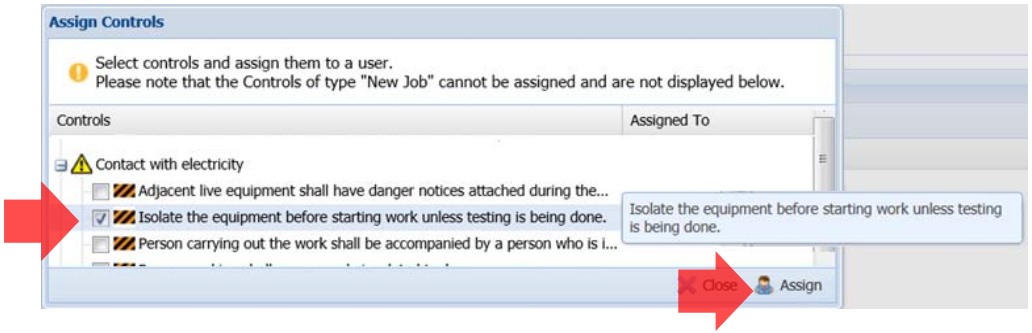
Click on the "**Assign Controls**" button



A list of hazards and controls from the Risk Assessment will open up

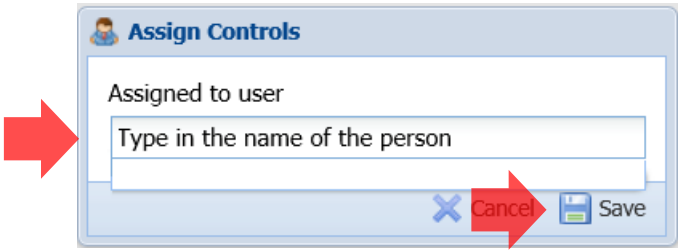
Select the "**Control**" you want to assign

Then Click on the "**Assign**" button


Assign Controls
Select controls and assign them to a user.
Please note that the Controls of type "New Job" cannot be assigned and are not displayed below.
Controls
Assigned To
Contact with electricity
Adjacent live equipment shall have danger notices attached during the...
Isolate the equipment before starting work unless testing is being done.
Person carrying out the work shall be accompanied by a person who is i...
Isolate the equipment before starting work unless testing is being done.
Close
Assign

Type in the name of the user you wish to "**Assign**" the control to, then click "**Save**"

Repeat this process for any other controls that need to be assigned.



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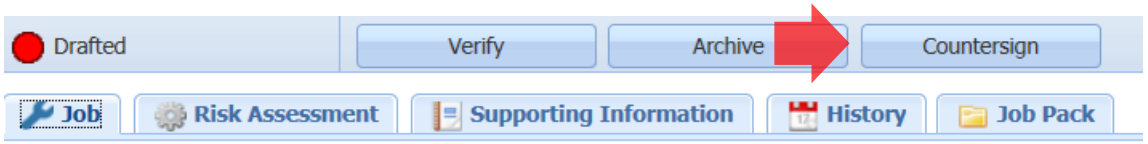
Countersignature

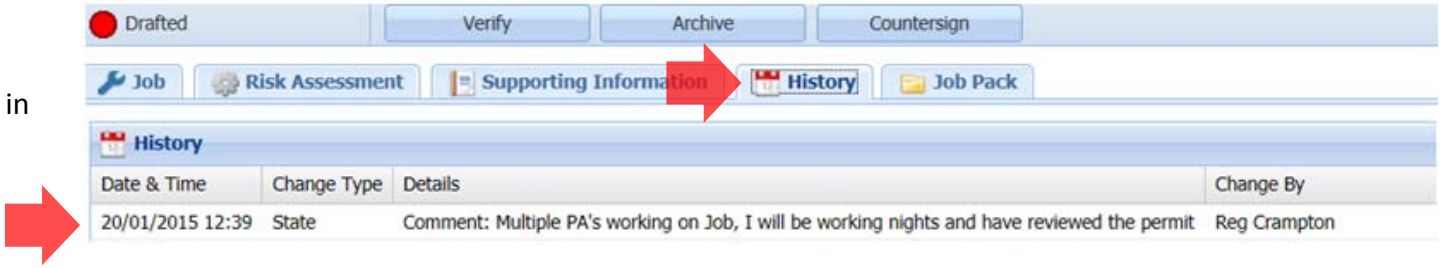
There are numerous reasons as to why somebody may “Countersign” against a permit. (Multiple PA’s, multiple permits being managed by a SWM/SWL2 etc…)

From within the permit Click on the “**Countersign**” button



Enter a valid reason for the countersignature and click “**Save**”

You can review the reason listed in the “**History**” tab of the permit



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23. Summary information

Roles

Proscient has specific role types that are involved in the lifecycle of a permit. The table below relates the Proscient role to your current roles

✓ Normal Role ✓ Additional Roles (competency based)

	RM Responsible Manager	AA Authorising Authority	VA Verifying Authority	IA Issuing Authority	PA Performing Authority	PL Planner	RA Release Authority	Admin Depot Administrator	GZAC
Responsible Manager	✓	✓		✓					
Line Manager	✓	✓		✓				✓	
Safe Work Leader			✓		✓				
Planner				✓		✓	✓	✓	
Route Control				✓			✓		
IWA			✓		✓				
GZAC									✓

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Permit Lifecycle

1 Enter the Job in Proscient

- The Planner enters Job details into Proscient.
- The SWL (PA) can go on to record the Task Risk Assessment details, display the work area on the map, and.....
- ...moves the Permit to the Draft state

2 The Job Pack

- All Jobs can be automatically placed in their own Job Pack or....
- ...be listed as additional Jobs (Permits) within an existing Job Pack
- Supporting certificates and documentation can be linked and referenced

3 All of the Jobs

- All Jobs can be viewed and scheduled in the Job Planning page
- Simultaneous Operations can be managed and conflicts avoided

4 Permit and Risk Assessment Verification

- The SWL must Verify the contents of the documentation as correct and relevant to the work to be performed

5 Authorise the work

- Only persons with Authorisation Authority permission can *Authorise* the Permit
- Authorisation Authority (AA) will generally be the **Line Manager.**
- A Challenging Conversation between the AA and the SWL shall take place prior to Authorisation of the Permit.
- It is strongly recommended that where possible, the process of Conflict Management and Permit Authorisation takes the form of a structured meeting.

6 Issue the Permit

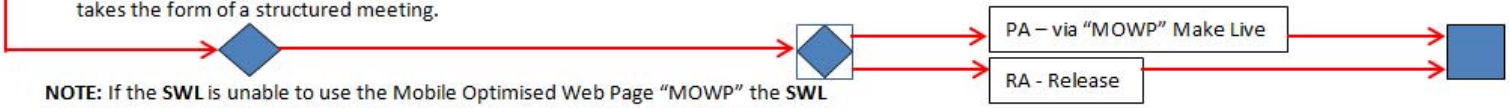
- The Permit is issued by the **Planner** in Proscient (this could be a number of days before the work is due to start)
- The **SWL** in charge of the Job shall discuss the work with the **Line Manager or Issuing Authority**
- The **Planner** shall hand over the printed Permit in the Issued state

7 Live on site

- Making the Permit Live requires the **SWL** to correctly answer a number of closed questions in the Mobile Optimised Web Page "MOWP"
- When instructed the **Work Group** may enter the work area

Alternative Path to Live

- If unable to use the "MOWP" the **SWL** shall request the **RA (**Release Authority**)** to directly Release the Permit to Live
- **Whichever option is used to make the permit Live, the briefing at site shall remain unchanged**



NOTE: If the **SWL** is unable to use the Mobile Optimised Web Page "MOWP" the **SWL** shall request either the **Planner** or **RA** to carry out the required action within Proscient.

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8 Live on Site

- Live from previous page
- From Live the **SWL** has several options:
  - Suspend
  - Amend
  - Handover
  - Job Complete
  - Job Incomplete

9 Suspend

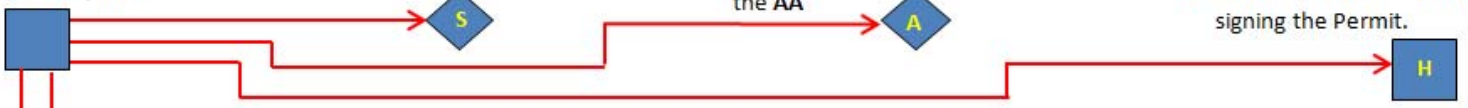
- The **SWL** in charge of the Job can Suspend the permit via the "MOWP"
- The **SWL** in charge of the Job shall make sure the work area is left in a safe clean and tidy condition
- The **SWL** in charge of the Job must make sure the **Work Group** have left the work area

10 Amend

- The **SWL** in charge of the Job can Suspend to Amend the permit via the "MOWP"
- The **SWL** in charge of the Job shall make sure the work has stopped before making amendments to a permit.
- Once the permit has been Amended, the permit will need to be Re-Authorised by the **AA**

11 Handover

- The **SWL** in charge of the Job can Handover the permit via the "MOWP"
- The **SWL**'s performing the Handover must have a face to face conversation prior to handing the Job over.
- The incoming **SWL** will Accept the Handover of the permit via the "MOWP"
- Both must also confirm the Handover by signing the Permit.



12 Job Complete

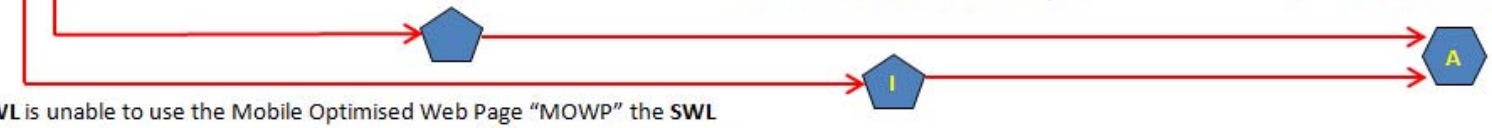
- The **SWL** in charge of the Job can Job Complete the permit via the "MOWP"
- The **SWL** in charge of the Job shall make sure the work area is left in a safe clean and tidy condition
- The **SWL** in charge of the Job must make sure the **Work Group** have left the work area

13 Job Incomplete

- The **SWL** in charge of the Job can Job Incomplete the permit via the "MOWP"
- The **SWL** in charge of the Job shall make sure the work area is left in a safe clean and tidy condition
- The **SWL** in charge of the Job must make sure the **Work Group** have left the work area
- The **SWL** must enter the reason why the Job has been left as Job Incomplete

14 Archive

- The **Planner** records any Lessons from the paper copy of the permit into Proscient.
- The **AA** must validate any lessons learnt.
- The **Planner** can then Archive the Permit
- There are other options within the Archive database:
  - Archive Do Not Copy
  - Retained Archive



NOTE: If the **SWL** is unable to use the Mobile Optimised Web Page "MOWP" the **SWL** shall request either the **Planner** or **RA** to carry out the required action within Proscient.

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Incident Response Permit Lifecycle

1
Incident Controller creates Incident Response Permit

- Controller selects and "Utilises" the relevant Incident Response Template to create the Incident Response Permit
- Controller enters the Incident Response Permit at the correct location on the Map in Proscient, and records any specific details in the task description field

2
Controller notifies PA

- Controller notifies PA of any Temporary Change Notices (TCN), Lessons learned or additional hazards

3
PA completes Incident Response Permit in pad

- PA captures any TCN, Lessons learned or additional hazards on incident response permit pad
- PA completes task and operational risk assessment and protection from trains (SSoW) and records on Incident Response Permit pad
- Controller "Issues" the Incident Response Permit

4
Live on site

- Making the Permit Live requires the PA to correctly answer a number of closed questions in the Mobile Optimised Web Page "MOWP"
- When instructed the Work Group may enter the work area

Alternative Path to Live

- If unable to use the 'MOWP' the PA shall request the RA (Release Authority) to directly Release the Permit to Live

Whichever option is used to make the permit Live, the briefing at site shall remain unchanged

PA – via 'MOWP' Make Live

NOTE: If the **SWL** is unable to use the Mobile Optimised Web Page "MOWP" the **SWL** shall request either the **Planner** or **RA** to carry out the required action within Proscient.

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Incident Response Permit Pad example

INCIDENT RESPONSE PERMIT — Enter Permit number as provided by Release Authority: _____ — NetworkRail

Section 1: General Incident Details

Title (Fault Number from Release Authority)	**Location:**	**ELR:**
Incident Description:		**Mileage From:**
		Mileage To:

Name of Authorised Access Point:		**How to contact Signaller in an Emergency?:**	
Access Post Code:	**Access Mileage:**		
Access OS Grid Ref:	**Access GPS Co-ord:**	**ECRO Name:**	**ECRO Phone:**

Section 2: Line Details

Line Description	Direction	Status	Speed	Blocked From	Blocked To	Isolation Required	Single Line Working

Section 3: Location Hazards

Hazard Detail:	**Hazard Detail:**	**Hazard Detail:**	**Hazard Detail:**

Section 4: Onsite Risk Assessment (Tick the Lifesaving Rule icons below, which are applicable to this incident, note any controls required, and signify whether these controls are in place)

☐ Plan & Permit ☐ Correct Tools ☐ Competence ☐ Alcohol / Drugs ☐ Use of Phones ☐ Speed / Seatbelt ☐ Apply Earths ☐ Test before Touch ☐ Working at Height ☐ Exclusion Zones

Controls Required	Controls in place (Y/N)

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Section 5 Protection Required: Tick the protection required, more than one may apply. Always select the safest system of work according to the hierarchy. Depending on which is ticked, a further form may need to be completed as per use of colour.

Line Blockage ☐	Safeguarded ☐	Fenced ☐	Site Warden ☐	Permanent warning systems ☐	Portable warning systems ☐	Human warning systems ☐	Lookout / IWA ☐

Section 6 Work Group Declarations: I have participated in this Safe Work Briefing and I accept and understand my responsibilities as a member of this work group under this permit. I confirm I am happy that all lessons learnt have been captured appropriately.

Name	Sentinel No./ TVP No.	Assigned Role	Competence Checked	Signature	Signature

Section 7 Declaration: I confirm that I have undertaken the Safe Work Briefing and am confident that all members of the work party (identified above) are fit to complete the work required, are wearing all appropriate PPE and have the appropriate certifications to undertake the tasks. (Please record the time of permit changes.)

Name	Sentinel No.	Role	Live	Suspended	Handover	Complete	Signature	Date
		SWL ☐ COSS ☐ IWA ☐						
		SWL ☐ COSS ☐ IWA ☐						

Section 8 Lessons Learnt / Comments & Notes

The following Lessons will be recorded in Proscient:	Additional comments / notes:

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Icon States

Icon	What does this mean?	Who performs the step
	Drafted. The PA communicates with the PL and requests the job, the PL will ensure any line blockages are applied for, and start/finish times to suit the work are agreed. The PA gathers all relevant information to the best of their knowledge. Any supporting certificates and documentation will be linked and referenced.	PL (Planner) & PA (SWL)
	Verified. The PA Performing the job (or if he is not available, the PA requesting the permit) then reviews this document before verifying it is correct.	PA (SWL)
	Authorised. There is a final review of the document at the permit meeting before the AA authorises the permit.	AA (Line MGR) & PA (SWL)
	Issued. The IA will issue the permit. This can happen a number of days before the work is due to start. The PA in charge of the job shall discuss the work content with the IA. The IA will then hand out the printed permit/sin the issued state.	IA (Planner/Line MGR) & PA (SWL)
	Live Onsite. On site the PA will have to correctly answer a number of pre-set questions on a mobile version of Proscient to ensure their knowledge of the permit and job content. In the event of remote access failure the PA will request the release authority (RA) to directly release the permit to live.	PA (SWL) & Release Authority (RA)
	Live. The PA will then conduct a Safe Work Briefing to ensure the group's understanding, and get the group to sign the permit. Any problems must be reported back. The permit is live and the job can now start.	PA (SWL)
	Job Suspended. If necessary the PA will suspend the permit. When ready to begin work again the PA will follow the process above for making the permit Live.	PA (SWL) RA (Release Authority)
 	Job Complete. On completion of the job the PA will ensure: • The work area is left Safe, Clean and Tidy, • Return all paperwork to the office • Job Complete the permit. The IA will be informed of Job Completion. No paperwork is to be thrown away. Lessons can be added. **Job Incomplete**. For example the work content has some outstanding items to be completed. In this case a new permit is required, the PA will ensure: • The work area is left Safe, Clean and Tidy, • Return all paperwork to the office • Job Incomplete the permit. **In either Job Complete or Job Incomplete state the permit is no longer live and cannot be re-opened.**	PA (SWL)
	Archive. The Planner will archive all documentation both paper and electronic. The document will remain archived for 3yrs. If the document is not archived, it will automatically archive after 14 days. **Default to retained archive** – Will archive indefinitely or **Archive do not copy** – Stops the document being reused.	Planner

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